Committee Minutes

Corporate Services Committee

October 8, 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 and 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; Grant McLevy, Director of Human Resources; Geoff Hogan, Director of Information Technology; Rod Wyatt, Director of Housing; Doug Johnstone, Financial Analyst; Heather Morrison, Deputy Clerk / Records Manager; Ashleigh Weeden, Accessibility and Communications Coordinator; Marg Graham, Court Manager and Tara Warder, Recording Secretary

Call to Order

Chair Pringle called the meeting to order at 10:04 AM.

Declaration of Pecuniary Interest

There was none.

Minutes of Meetings

Accessibility Advisory Committee minutes dated September 24, 2013

The Accessibility Advisory Committee minutes were reviewed.

CS79-13 Moved by: Councillor Eccles Seconded by: Councillor Burley

THAT the minutes of the Accessibility Advisory Committee meeting dated September 24, 2013 be adopted as presented;
AND THAT the following recommendations contained therein be endorsed:

THAT the Integrated Accessibility Standards Policy be approved as presented.

THAT the Grey County Multi-Year Accessibility Plan be approved as presented.

Carried

Business Arising from the Minutes

Corporate Services Committee minutes dated September 10, 2013

These minutes are for information only as they were adopted by Grey County Council as presented on October 1, 2013.

Reports – Chief Administrative Officer

CAOR-CS-13-13 Corporate Asset Naming Policy

Lance Thurston presented the above report. The need to create a Corporate Asset Naming Policy originated with a request to the Transportation and Public Safety Committee to name a road in honour of a specific individual. Staff prepared a draft policy for the Committee’s endorsement and to forward to the Corporate Services Committee for approval. The Transportation and Public Safety Committee endorsed the policy to include commemorative road naming.

Concern was expressed regarding the use of commemorative naming on Grey County roads because of the potential for confusion with addressing during emergencies.

Clarification was made regarding the intent which is not to officially rename a road but to dedicate the subject road by name. Staff indicated that the importance of clear signage on the roadways was discussed in the Transportation and Public Safety Committee meeting.

CS80-13 Moved by: Councillor Greenfield Seconded by: Councillor McQueen

WHEREAS it is desirable to establish a policy for the naming and renaming of County assets;
NOW THEREFORE BE IT RESOLVED THAT Report CAOR-CS-13-13 regarding the proposed Corporate Asset Naming Policy be received;

AND THAT the Corporate Asset Naming Policy Number G-GEN-009, amended to include provisions to consider the merits of commemorative naming proposals for County roads as recommended by the Transportation and Public Safety Committee, be adopted.

An amendment to the motion was presented.

CS81-13 Moved by: Councillor Eccles Seconded by: Councillor Wright

THAT the preceding motion and Policy G-GEN-009 be amended to remove reference to commemorative road naming.

Lost

Resolution CS80-13 as originally presented was Carried.

Councillor Eccles requested a recorded vote on Resolution CS80-13.

In favour – H. Greenfield, D. McKinlay, P. McQueen, B. Pringle, B. White.


The Chair confirmed the motion Carried 5-4.

Reports – Finance

FR-CS-35-13 2014 Corporate Budget Overview and Background

Kevin Weppler presented the above report in order to provide the Committee with a corporate wide budget overview and background prior to consideration of the Corporate Services budget. Mr. Weppler provided a highlight of assessment growth, case load projections, uploading to the Province, health care funding and staffing levels, including the addition of an employee for the Information Technology Department which arose subsequent to the preparation of this report. Potential risks in the 2014 budget were also cited, including possible pay equity impacts and policy changes.

Staff addressed questions and comments from the Committee regarding funding requests, provincial funding and the future administration building expansion.

The proposed budget reflects a tax increase of 1.07% based on 1% growth in assessment. The final assessment growth figure will not be provided by the Municipal Property Assessment Corporation until the end of 2013.
THAT Report FR-CS-35-13 regarding the 2014 Corporate Budget Overview and Background be received for information.

The Committee briefly recessed then reconvened.

FR-CS-34-13 Draft 2014 Corporate Services Budget

Kevin Weppler addressed the above report regarding the draft 2014 Corporate Services budget. Mr. Weppler noted that the budget as drafted requires a 0.66% increase in the corporate net levy requirement over 2013. Highlights of the individual budgets under the portfolio of the Committee were provided.

The Committee discussed items such as Worker’s Compensation, health and safety initiatives, claims and upcoming initiatives on collecting unpaid fines.


Kevin Weppler addressed the Committee on the above quarterly purchasing report as required by the purchasing policy. A Request for Proposals for the Asset Management Plan was issued and awarded to Public Sector Digest in the amount of $40,000.
Reports – Human Resources

HRR-CS-07-13 Attendance Policy, Attendance During Inclement Weather and Absence Reporting

Grant McLevy addressed the Committee on the above report, requesting the Committee’s approval of the Attendance Policy and Attendance During Inclement Weather and Absence Reporting Procedures.

CS85-13 Moved by: Councillor Jack Seconded by: Councillor Wright

WHEREAS the County of Grey is reviewing and updating the Human Resources Policy and Procedure Manual;

NOW THEREFORE BE IT RESOLVED THAT Report HRR-CS-07-13, regarding updates of the County of Grey Attendance Policy, Attendance During Inclement Weather and Absence Reporting Procedures be received;

AND THAT Policy HR-MNG-001 (Attendance Policy) and Procedures HR-MNG-001-001 (Attendance During Inclement Weather) and HR-MNG-001-002 (Absence Reporting) be approved, and replace the current sections 5-40.1, 2, 3 and 4 of the Human Resources Policy Manual.

Carried

Reports – Clerk

CCR-CS-25-13 Update of Delegation of Duties

Heather Morrison presented the above report regarding an update of the delegation of duties policy. Mrs. Morrison noted that staff anticipate the revised by-law will streamline the process relating to agreements. It was indicated that most agreements will be signed by the Warden and the Clerk under the revised by-law. Provisions were also made for stating where responsibility lies for subject agreements.

CS86-13 Moved by: Councillor McQueen Seconded by: Councillor White

WHEREAS policies and procedures have been approved by County Council over the past several months delegating duties to staff that are seen as administrative in nature;
AND WHEREAS in order to streamline and consolidate these approvals, a review of the delegation of duties schedule was undertaken;

NOW THEREFORE BE IT RESOLVED THAT Report CCR-CS-25-13 be received

AND THAT the Delegation of Duties Policy G-GEN-008 and Schedule “A” of the Delegation of Duties Policy be amended as recommended. Carried

**CCR-CS-26-13 Recommended Update to Procedural By-law for Alternate Methods of Advisory Committee Attendance**

Sharon Vokes presented the above report, recommending that advisory committees comprised of more than 50% private stakeholders be permitted to utilize alternative forms of attendance during meetings, including video conferencing. An amendment to the Procedural by-law will be required.

CS87-13 Moved by: Councillor Burley Seconded by: Councillor Greenfield

WHEREAS the County’s Procedural By-law does not provide for alternate forms of attendance at meetings;

AND WHEREAS the Municipal Act defines the types of committees which require attendance in person;

AND WHEREAS as defined in the Municipal Act, advisory committees where the membership composition is more than 50 per cent private individuals is not included in the definition of committee;

AND WHEREAS an amendment to the County’s Procedural By-law to provide for alternate forms of attendance for certain advisory committees will make them more inclusive and accessible;

NOW THEREFORE BE IT RESOLVED THAT Report CCR-CS-26-13 be received;

AND THAT the County’s Procedural By-Law be amended to provide that, with the approval of Council, alternate forms of attendance may be provided for where an advisory committee’s membership consists of more than 50 per cent private individuals. Carried
**CRR-CS-27-13 Provincial Offences Court and Administration Update**

Marg Graham presented an update to the Committee on the Provincial Offences Court and Administration. Ms. Graham spoke to the results of videoconferencing in the courts citing issues with audio, however indicated the importance of improving the process as a method of realizing cost savings.

Future projects were discussed including dashboard web application improvements, video conferencing solutions, a Request For Proposal for prosecutorial services, and exploring the process for adding defaulted fines to tax rolls.

**CS88-13** Moved by: Councillor McQueen Seconded by: Councillor Jack

**THAT Report CCR-CS-27-13 regarding the Provincial Offences Court and Administration Update be received for information.**

Carried

**Reports – Information Technology**

**ITR-CS-11-13 Information Technology Contract Staffing**

Geoff Hogan presented the above report regarding a proposal for a two year contract position in the Information Technology department to cover a staff member currently on leave. Mr. Hogan explained the rationale for the contract and the difficulty in recruiting for short term contracts.

The Committee discussed the possibility in having an agency fill the temporary vacancy, however staff confirmed the difficulties in utilizing an agency due to the nature of the position.

**CS89-13** Moved by: Councillor White Seconded by: Councillor Burley

**WHEREAS the Technology and Infrastructure team of the Information Technology (IT) Department is experiencing what is expected to be a short term staffing shortage;**

**AND WHEREAS the Corporation depends on the Technology and Infrastructure team to provide afterhours IT support;**

**NOW THEREFORE BE IT RESOLVED THAT Report ITR-CS-11-13 be received;**
AND THAT an additional Information Services Coordinator be hired on a two year contract to cover the short staffing;

AND FURTHER THAT the position be funded from the IT Administration Departmental budget and if insufficient funds exist, that any shortfall in funding be funded from the One Time Funding Reserve;

AND FURTHER THAT the staff complement return to 2013 levels at the end of the two year contract period.

Carried

Closed Meeting Matters

There were none.

Correspondence

*Bancroft and Hastings Highlands Disaster Relief Committee Donation Request*

The Committee considered the above correspondence.

CS90-13 Moved by: Councillor Wright Seconded by: Councillor White

THAT the correspondence from the Bancroft and Hastings Highlands Disaster Relief Committee be received;

AND THAT a contribution of $250 be given to Bancroft and Hastings Highlands in response to the request for disaster relief funds.

Carried

*Township of Ramara Disaster Relief Committee Donation Request dated September 24, 2013*

The Committee considered the above correspondence.

CS91-13 Moved by: Councillor McQueen Seconded by: Councillor Wright

THAT the correspondence from the Township of Ramara Disaster
Relief Committee dated September 24, 2013 be received;

AND THAT a contribution of $100 be made to the Township of Ramara in response to the request for disaster relief funds. 

Carried

Association of Municipalities of Ontario Communication – Bill 73 Fair and Open Tendering Act Defeated in the House

The Committee considered the above correspondence received subsequent to a report from County staff on the matter. The Committee requested the Chief Administrative Officer to research the process for a municipality to declare that it is not a construction employer.

CS92-13 Moved by: Warden McKinlay Seconded by: Councillor Jack

THAT the correspondence from the Association of Municipalities of Ontario (AMO) regarding Bill 73 Fair and Open Tendering Act be received for information. 

Carried

Other Business

There was none.

Next Meeting Dates

Tuesday, November 12, 2013 at the Grey County Administration Building

On motion by Councillor Greenfield, the meeting adjourned at 12:40 PM.

Bob Pringle, Chair