 Committee Minutes

# Corporate Services CommitteeMay 14, 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; Kevin Weppler, Director of Finance; Rod Wyatt, Director of Housing; Grant McLevy, Director of Human Resources; Geoff Hogan, Director of Information Technology; Mary Lou Spicer, Deputy Director of Finance; Sandra Manser, Accounting Supervisor; Marg Graham, POA Manager; Heather Morrison, Deputy Clerk / Records Manager; Ashleigh Weeden, Communications and Accessibility Coordinator and Tara Warder, Recording Secretary**

## Call to Order

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

## Declaration of Pecuniary Interest

There were none.

## Minutes of Meetings

*Space Needs Task Force meeting minutes dated April 9, 2013*

The Space Needs Task Force minutes were reviewed.

*CS42-13* Moved by: Councillor Burley Seconded by: Councillor Jack

**THAT the minutes of the Space Needs Task Force dated April 9, 2013 be adopted as presented;**

**AND THAT the following recommendation contained therein be endorsed:**

**THAT Report HDR-AR-11-13 be received and that the Ventin Group be hired to provide, as the next step in the process, concept design drawings, suggested floor plan layouts and construction cost estimates for a 35-40,000 square foot addition at the rear of the administration building;**

**AND THAT this work be funded from the reserve funds for Provincial Offences Administration Courts renovations and expansion.**

 Carried

## Business Arising from the Minutes

*Corporate Services Committee minutes dated April 9, 2013*

These minutes are for information only as they were adopted by Grey County Council on May 7, 2013.

## Deputations

*Financial Statements*

Kevin Weppler introduced Victoria Watson, Senior Manager from BDO, who was in attendance to present the County of Grey’s 2012 Financial Statements to the Committee. Ms. Watson highlighted the Independent Auditor’s Report, outlining the auditor’s responsibilities, and elaborated on the information provided within the statements, including the consolidated statement of financial position, statement of operations and accumulated surplus, and the summary of significant accounting policies.

Ms. Watson further presented a summary of the financial statements from 2008 to 2012, noting that Grey County is developing a strong financial position. Details on Reserves and Reserve Funds were provided, as well as a graphical representation of 2012 total revenue, showing that more revenue will be required to be raised by taxation due to decreases in government grants. Additionally, Ms. Watson presented a draft letter outlining the independence and process of the audit. The management letter will be submitted in the near future highlighting internal controls and other matters of importance.

Mr. Weppler thanked staff and BDO for their assistance with an efficient audit process.

*CS43-13* Moved by: Councillor Wright Seconded by: Councillor Eccles

**THAT the letter dated May 14, 2013 from BDO Canada LLP and the Financial Statements for the year ending December 31, 2012 be received;**

**AND THAT the Treasurer be hereby authorized to approve and sign the Financial Statements.**

 Carried

*The Committee briefly recessed then reconvened.*

## Reports – Clerk

*Defaulted Provincial Offences Fines*

Marg Graham addressed the Committee regarding defaulted provincial offences fines. Ms. Graham noted that approximately 22,000 files have been sent out for collection by an external collection agency and further elaborated on the challenges associated with the collection process.

Ms. Graham noted that if Committee members are approached by ratepayers with questions or concerns about the collection of outstanding fines, they are encouraged to direct their questions to the Provincial Offences office.

Ms. Graham addressed questions from the Committee regarding the rate of infractions by non-Ontario residents.

*CCR-CS-07-13 Smoke Free Outdoor Spaces*

Heather Morrison presented the above noted report regarding smoke free outdoor spaces. Ms. Morrison provided a brief history of the County’s involvement to date, noting that the Committee had most recently directed staff to present the subject report, outlining the responses from lower tier municipalities regarding suggested parameters for a Smoke Free Outdoor Spaces by-law.

Mrs. Morrison indicated that if the County proceeds with the implementation of a Smoke Free Outdoor Spaces by-law, if any similar by-laws or policies are in effect in the lower tiers municipalities, the most restrictive by-law will prevail.

Concerns were raised with respect to special events within municipalities and how a by-law will be enforced during such events. Additionally, signage and enforcement were discussed, as well as the possibility for complexity if municipalities are permitted to exempt certain facilities at their discretion.

Chair Pringle requested Angela Newman, Tobacco Program Manager, to provide insight into some questions from the Committee. She stated the Health Unit will be able to take on a large part of enforcement, public education campaigning and administration.

The Committee expressed a desire for the lower tier municipalities to have flexibility and discretion if the by-law proceeds.

Staff will further investigate any potential conflicts with respect to prevailing by-laws as per the Municipal Act and seek solicitor input in a number of areas.

***CS44-13 Resolution CS52-13 from the June 25, 2013 Corporate Services Committee:***

***WHEREAS Resolution CS44-13 regarding Smoke Free Outdoor Spaces was referred back to the Corporate Services Committee by County Council at its June 4, 2013 session for further consideration;***

***NOW THEREFORE BE IT RESOLVED THAT Report CCR-CS-07-13 be received;***

***AND THAT Resolution CS44-13 be amended as follows:***

***AND THAT staff be directed to prepare a draft by-law for circulation to the lower tier municipalities within Grey County to determine if the triple majority is achieved as required under Section 115 of the Municipal Act with the following inclusions contained within the by-law:***

***Inclusions***

* ***Nine metre radius from all entrances and exits of county or municipally owned or operated buildings***
* ***Nine metre radius from all county and municipally owned recreational spaces***

***CS44-13 Resolution CC77-13 from the June 4, 2013 session of Grey County Council referred this resolution back to Corporate Services Committee for further review, clarification and report back to Council***

*CS44-13* Moved by: Warden McKinlay Seconded by: Councillor Eccles

**WHEREAS Grey County Council passed a resolution at its November 6, 2012 session to take no further action on a County-wide Smoke Free Outdoor Spaces By-Law but rather request the Province of Ontario to review implementing changes to the Smoke Free Ontario Act;**

**AND WHEREAS Grey County Council passed a resolution at its February 3, 2013 session approving the reconsideration of renewing discussions related to the Smoke Free Outdoor Spaces and approving a request to establish a working group including Bruce County and the Grey Bruce Health Unit to develop a common approach to Smoke Free Outdoor Spaces;**

**AND WHEREAS Bruce County Council, at its April 4, 2013 did not support the request from Grey County to establish a working group related to this issue;**

**AND WHEREAS staff was directed at the April 9, 2013 Corporate Services meeting to bring a report back to the Committee summarizing input received from the lower tier municipalities within Grey County regarding Smoke Free Outdoor Spaces;**

**NOW THEREFORE BE IT RESOLVED THAT Report CCR-CS-07-13 be received;**

**AND THAT staff be directed to prepare a draft by-law for circulation to the lower tier municipalities within Grey County to determine if the triple majority is achieved as required under Section 115 of the Municipal Act with the following inclusions and exemptions contained within the by-law:**

**Inclusions**

* **Nine metre radius from all entrances and exits of county or municipally owned or operated buildings**
* **Nine metre radius from all county and municipally owned recreational spaces**
* **Nine metre radius from all patios where food or drink is sold**
* **Municipally operated or sanctioned special events**

**Exemptions**

* **Municipally owned beaches and trails**
* **Municipally owned campgrounds and marinas**
* **Municipalities where a municipal public education program encouraging Smoke Free Public Spaces is chosen by a municipality as an alternative to inclusion in a County wide by-law**
* **Other specific areas or facilities based on consultations with municipalities**

Carried

*CCR-CS-09-13 Accessibility Advisory Committee Membership*

Ashleigh Weeden presented the above report, recommending appointment of two new members to the Accessibility Advisory Committee and amendments to the Committee’s Terms of Reference. Ms. Weeden noted that Grey County is required to establish an accessibility advisory committee and that a majority of the members shall be persons with disabilities. The recommended changes to the terms of reference as noted in the report are intended to meet the requirements of the legislation.

Ms. Weeden noted that those involved in accessibility across Grey County are working together to discuss possibilities for a revised accessibility advisory committee structure.

*CS45-13* Moved by: Councillor Greenfield Seconded by: Councillor Burley

**WHEREAS the County of Grey is required to establish 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 several members of the Grey County Accessibility Advisory Committee have resigned from the Committee and new stakeholder membership is required;**

**NOW THEREFORE BE IT RESOLVED THAT Report CCR-CS-09-13 be received;**

**AND THAT the recommended changes to the Terms of Reference for the Grey County Accessibility Advisory Committee be endorsed and adopted as presented in Report CCR-CS-09-13;**

**AND THAT James Gow and Brooklyn Marx be accepted as voting members of the Grey County Accessibility Advisory Committee;**

**AND FURTHER THAT County staff are hereby directed to review the duties of the Accessibility Advisory Committee and bring back recommendations to amend the terms of reference of the Accessibility Advisory Committee to bring them in line with other similar committees across the Province of Ontario.**

Carried

## Reports – Finance

*FR-CS-18-13 Corporate Services 2014-2018 Draft Five Year Capital Forecast*

Kevin Weppler presented the above report regarding the draft five year capital forecast for the Corporate Services functions. The intent of the report is to provide Council with an overview of capital spending proposed for the future. Mr. Weppler and the respective staff reviewed each of the summaries and proposed projects by function.

Staff addressed questions from the Committee regarding capital projects, including those related to the salary administration review, Finance’s departmental review, the benefits of having an external firm complete the review, the status of the Housing Department’s review, and plans for the Administration/Provincial Offences building expansion.

Chair Pringle then vacated his seat as Chair and Vice Chair Greenfield assumed the Chair.

Mr. Weppler noted that the Administration and Provincial Offences expansion figures are based on a prior report considered by the Space Needs Task Force. Mr. Wyatt provided information on the resurfacing of the Administration and POA building parking lots.

Chair Pringle then resumed the Chair.

*CS46-13* Moved by: Councillor Wright Seconded by: Councillor White

**THAT Report FR-CS-18-13 regarding the draft Five Year Capital Forecast for 2014 to 2018 for the Corporate Services operations be received as presented and forwarded for inclusion in the corporate Five Year Capital Forecast for consideration by County Council.**

 Carried

*FR-CS-19-13 Corporate Services 2012 Year-end Financial Position*

Kevin Weppler addressed the above report, noting that the final surplus for the portfolio under the direction of the Corporate Services Committee was $927, 248.34.

*CS47-13* Moved by: Councillor Greenfield Seconded by: Councillor Burley

**THAT Report FR-CS-19-13 regarding the 2012 year-end financial position and allocation of surplus/deficit for those budgets under the direction and control of the Corporate Services Committee, be received.**

## Reports – Information Technology

*ITR-CS-06-13 Teranet Agreement*

Geoff Hogan presented the above report, noting that the County does not currently receive property information, including Property Identification Numbers, from Teranet. In order to receive this service, additional agreements must be signed with Teranet. It was noted that Teranet delivers the information on behalf of the Ministry of Government Services.

*CS48-13* Moved by: Councillor Jack Seconded by: Councillor Burley

**WHEREAS the 2013 approved budget included $53,147 funding for delivery of Property Identification Number (PIN) and Municipal Property Assessment Corporation (MPAC) data via a Teranet Geoserver;**

**NOW THEREFORE BE IT RESOLVED THAT Report ITR-CS-06-13 be received;**

**AND THAT a five year agreement be signed by by-law between Teranet Enterprises Inc. and the County of Grey for delivery of PIN and MPAC data.**

Carried

*ITR-CS-07-13 Hiring of Information Technology Staff*

Geoff Hogan addressed the above report. It was noted that there have been recent vacancies arise in the Information Technology Department and the County has attempted to recruit numerous times in order to fill the Geographic Information Systems (GIS) Coordinator position with no success. Mr. Hogan noted that additional incentives are required in order to recruit qualified candidates and is recommending the Committee direct staff to present a compensation plan to assist in addressing recruitment issues.

*CS49-13* Moved by: Councillor White Seconded by: Councillor Wright

**WHEREAS the Information Technology (IT) Department has been recruiting for specific positions for nine months with no success;**

**AND WHEREAS research shows that the compensation package offered by the County of Grey is not sufficient to attract qualified candidates for specific IT Positions to the area;**

**NOW THEREFORE BE IT RESOLVED THAT Report ITR-CS-07-13 be received;**

**AND THAT the IT Director and the Human Resources Director be directed to bring a plan back to the Corporate Services Committee to improve the IT Department’s compensation package for affected positions;**

**AND FURTHER THAT the plan not affect the pay equity plan for the County of Grey.**

Carried

## Closed Meeting Matters

There were none.

## Correspondence

*City of Brampton Resolution Dated April 26, 2013 – Veteran’s Affairs Canada – Hire a Veteran Program*

*CS50-13* Moved by: Councillor White Seconded by: Warden McKinlay

**THAT the County of Grey support the resolution from the City of Brampton regarding the Hire a Veteran Program.**

 Carried

*BDO Correspondence dated April 1, 2013 –Audit of the Financial Statements for the year ending December 31, 2012*

*CS51-13* Moved by: Councillor Greenfield Seconded by: Councillor Burley

**THAT the correspondence received from BDO dated April 1, 2013 regarding the process for the audit of the Grey County Financial Statements be received for information.**

 Carried

## Other Business

There was none.

## Next Meeting Dates

**June 25, 2013 at the Grey County Administration Building**

On motion by Councillor McQueen, the meeting adjourned at 12:31PM

 Bob Pringle, Chair