

**MINUTES OF THE
COUNTY OF GREY
CORPORATE SERVICES COMMITTEE MEETING
Tuesday, January 24, 2012, at 10:15 a.m.**

The Corporate Services Committee met on the above noted date and time at the County Administration Building with the following members present:

Present: Councillors Kevin Eccles, Paul McQueen, Bob Pringle, Francis Richardson, Bob White and Arlene Wright.

Regrets: Councillors Dwight Burley and Norman Jack and Warden Duncan McKinlay.

Staff

Present: Lance Thurston, Chief Administrative Officer; Sharon Vokes, Clerk/Director of Council Services; Kevin Wepler, Director of Finance; Geoff Hogan, Director of Information Technology; Grant McLevy, Director of Human Resources; Lynne Johnson, Director of Long Term Care; Rod Wyatt, Director of Housing; Sandra Shipley, Human Resources Manager and Merrylynn Henry, Recording Secretary.

Staff attended for presentation of their respective reports and for information of other reports.

CALL TO ORDER

Chair Eccles called the meeting to order.

DISCLOSURE OF PECUNIARY INTEREST

There was none.

BUSINESS ARISING FROM THE MINUTES

The minutes of Corporate Services Committee dated December 13, 2011, were adopted by Grey County Council on January 3, 2012.

The Chair referenced items arising from the minutes as follows.

Report Identifying Corporate-Wide Organizational Reviews and Ongoing or Proposed studies or reviews and associated costs internal or external (consultant) driven

The Committee requested this report during 2012 Draft Budget discussions at its meeting on December 13, 2011. The Director of Finance prepared and circulated the report to Council and the Senior Management Team for their information in deliberation at Council of the 2012 Budget.

Status of Closure of the Owen Sound Jail and Determination of the Legal Responsibilities of the Parties Involved

The Committee raised the above noted matter during its 2012 Draft Budget discussions on December 13, 2011. In this regard, the Director of Housing prepared Report HDR-CS-08-12 entitled Owen Sound Jail - Decommissioning which was brought forward at this time.

Report HDR-CS-08-12 Owen Sound Jail - Decommissioning

Mr. Wyatt presented Report HDR-CS-08-12 which provided the timelines and parties involved in the decommissioning of the Owen Sound Jail and the final disposition of the County's interest in the facility further to an agreement with the City of Owen Sound.

Councillor McQueen arrived at 10:24 a.m.

CS20-12 Moved by: Councillor White

Seconded by: Councillor Richardson

WHEREAS the County of Grey has received written notice from the Province of Ontario that the lease for its use of the Owen Sound Jail will be terminated as of June 30, 2012;

AND WHEREAS the County of Grey and the City of Owen Sound entered into an agreement on March 11, 1960 stipulating terms and conditions by which the County is to convey ownership of the jail to the City when no longer required for County purposes;

NOW THEREFORE BE IT RESOLVED THAT staff be directed to notify the City of Owen Sound of the County's intention to honour the terms of said agreement and convey the Owen Sound Jail to the City of Owen Sound forthwith upon termination of the lease with the Province, and that a plan for this conveyance be developed in conjunction with the City.

Carried

Resolution regarding concerns about the Municipal Property Assessment Corporation's present practices

The Director of Finance addressed the Committee's request as set out in resolution CS16-12 of its December 13, 2011 requesting staff to prepare a resolution for consideration regarding concerns about the impact of the practices of the Municipal Property Assessment Corporation.

In this regard, it was noted that Council at its meeting on January 3, 2012 received a resolution of the City of Waterloo regarding the impact of Municipal Property Assessment Corporation's present practices and service standards.

CS21-12 Moved by: Councillor Pringle

Seconded by: Councillor Wright

THAT the resolution of the Council of the Corporation of the City of

Waterloo dated December 5, 2011 regarding the impact of Municipal Property Assessment Corporation's present practices and service standards, be supported.

Carried

The minutes reflected that consideration be given to a delegation at the OGRA/ROMA Conference. The Director of Finance was asked to contact the lower tier municipalities to determine whether any had put forward a delegation request on this matter. It was also put forth that it would be appropriate to have the issue put forward to the Western Ontario Wardens' Caucus for discussion and the Committee asked that a letter be sent to the caucus in this regard.

Report ITR-CS-02-12 Report on Small Local Government – Enterprise License Agreement

At the December 13, 2011 meeting, the Director of Information Technology asked to bring back a report regarding the above in view of the untimely notification of an increase in price from the supplier rather than requesting an amendment to the 2012 Draft Budget which was also on the agenda.

In this regard, Mr. Hogan apprised the Committee of the background to the negotiations of the contract and the increase in cost. He felt that notwithstanding the above, the Enterprise License Agreement (ELA) provides software that facilitates the collaboration between upper and lower tier municipalities and results in service delivery improvements, reduced costs and efficiencies.

CS22-12 Moved by: Councillor White

Seconded by: Councillor Richardson

WHEREAS the 2012 approved budget includes \$55,000 for the purchase of an Enterprise License Agreement (ELA) from Environmental Systems Research Institute, Inc. (ESRI) Canada Limited for Geographical Information Services (GIS) Software;

AND WHEREAS the final amount required for the ELA for 2012 is \$61,056;

NOW THEREFORE BE IT RESOLVED THAT the Director of Information Technology's Report ITR-CS-02-12 be received;

AND THAT the \$6,056 shortfall for the purchase of software be funded from the IT Reserve;

AND FURTHER THAT a by-law be prepared to execute the three year ELA with ESRI Canada Limited.

Carried

Report ITR-CS-03-12 Funding of Ceylon Tower Repeater

Mr. Hogan presented Report ITR-CS-03-12 and addressed the recommendation in regards to the funding for the balance of the work on the Ceylon Tower completed in 2012.

CS23-12 Moved by: Councillor McQueen Seconded by: Councillor Wright

WHEREAS Council approved funding the purchase of radio equipment for the Ceylon tower in motion FP115-11 in late 2011;

AND WHEREAS a portion of the work could not be completed until 2012;

NOW THEREFORE BE IT RESOLVED THAT the Director of Information Technology's Report ITR-CS-03-12 be received;

AND THAT \$3,348 is funded from the One Time Funding Reserve for the purchase of radio equipment approved in resolution FP115-11.

Carried

REPORTS

County Clerk/Director of Council Services

Report CCR-CS-10-12 To Review Policy and Procedure Formatting Changes

Mrs. Vokes provided the background to the two respective reports which are tied together in regards to the revamping of administration policies and procedures.

Mrs. Vokes presented Report CCR-CS-10-12 and its recommendations regarding the review of policy and procedure formatting changes. Mrs. Vokes commented on the labour intensive work required in the ongoing process of revising policies.

CS24-12 Moved by: Councillor Richardson Seconded by: Councillor White

WHEREAS certain policies and procedures are administrative in nature;

NOW THEREFORE BE IT RESOLVED THAT it is hereby confirmed that the CAO has the authority to approve administrative policies and procedures;

AND THAT the CAO shall provide a report to the Corporate Services Committee a minimum of once per year of all administrative policies and procedures that have been approved or amended.

Carried

Report CCR-CS-11-12 - Adoption of Amended Accessibility Policy and Accessible Customer Service Procedures

Mrs. Vokes presented Report CCR-CS-11-12 noting it is similar to the existing policy and includes the necessary procedures to implement the policy and advised that the Director of Social Services, who is the current lead in Accessibility matters, has reviewed the amended Accessibility Policy and Customer Service Procedures and is supportive.

CS25-12 Moved by: Councillor McQueen Seconded by: Councillor Wright

WHEREAS it is deemed necessary to update the County's Accessibility Policy for Customer Service;

NOW THEREFORE BE IT RESOLVED THAT Accessibility Policy MS-ACC-001 and Accessible Customer Service Procedure MS-ACC-001-002 are hereby endorsed as presented in Report CCR-CS-11-12;

AND THAT Policy ADM-04-09 is hereby rescinded.

Carried

The Committee recessed at 11:05 a.m. reconvened at 11:20 a.m.

CLOSED MEETING MATTERS

The Chair advised that the Committee will now go into closed session at 11:20 a.m.

CS26-12 Moved by: Councillor McQueen Seconded by: Councillor Pringle

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

- i) discuss labour relations or employee negotiations regarding memorandums of settlement for:
 - a) Ontario Nurses Association representing registered nurses,**
 - b) Ontario Public Services Employees Union Local 250 representing Paramedics, and**
 - c) Ontario Public Service Employees Union Local 299 representing Lee Manor employees.****
- ii) discuss labour relations or employee negotiations with the Non-Union Group of Employees regarding 2012 Compensation.**
- iii) adopt the Finance and Personnel Committee Closed Session minutes of July 12, 2011.**

AND THAT the following staff members remain in attendance for items i), ii) and ii) except Lynne Johnson who will attend only for the matter of i) above: Lance Thurston Kevin Wepler, Director of Finance, Grant McLevy, Lynne Johnson and Sharon Vokes, Recording Secretary.

Carried

CS27-12 Moved by: Councillor Pringle Seconded by: Councillor McQueen

THAT the Committee do now return to open session at 11:55 a.m.

Carried

The Committee returned to open meeting. The Chair confirmed that the Committee discussed only those matters identified in the resolution above.

CS28-12 Moved by: Councillor Wright Seconded by: Councillor Richardson

THAT in accordance with the terms of the Memorandum of Understanding as outlined in Director of Human Resources' Confidential Report HRR-CS-01-12, the Collective Agreement between the County of Grey and the Ontario Nurses Association representing Registered Nurses is hereby ratified.

Carried

CS29-12 Moved by: Councillor White Seconded by: Councillor Wright

THAT in accordance with the terms of the Memorandum of Understanding as outlined in the Director of Human Resources' Confidential Report HRR-CS-01-12, the Collective Agreement between the County of Grey and the Ontario Public Service Employees Union Local 250 representing Paramedics, is hereby ratified.

Carried

CS30-12 Moved by: Councillor McQueen Seconded by: Councillor Richardson

THAT in accordance with the terms of the Memorandum of Understanding as outlined in Confidential Report HRR-CS-01-12, the Collective Agreement between the County of Grey and the Ontario Public Service Employees Union Local 299 representing Lee Manor employees, is hereby ratified.

Carried

CS31-12 Moved by: Councillor Pringle Seconded by: Councillor McQueen

THAT the compensation for non-union employees as recommended by the Corporate Services Sub-Committee – Non-Union Compensation and outlined in the Director of Human Resources' Confidential Report HRR-CS-02-12 be endorsed.

Carried

The Committee recessed for lunch at 12:00 p.m. and reconvened at 12:35 p.m.

Director of Finance

Report FR-CS-12-12 Tax Policies Items for 2012

Mr. Weppler presented Report FR-CS-12-12 and reviewed each of the tax policy items in the report and the respective recommendations and advised the Committee that the local municipalities' treasurers were consulted on the recommended policies.

Tax Capping

CS32-12 Moved by: Councillor White Seconded by: Councillor Richardson

THAT in accordance with Section 329.1 of the Municipal Act regarding Tax Capping, the following tax capping policies be approved:

- 1. THAT the maximum increase threshold shall be the greater of:
 - i) 10% of the previous year's annualized capped tax, and**
 - ii) 5% of the previous year's annualized Current Value Assessment (CVA) tax for eligible property;****
- 2. THAT an increase threshold adjustment be imposed for capped properties where the required billing adjustment is within \$250 of the properties' Current Value Assessment tax; in this instance, no capping credit would be applied, and the affected property would be billed at their full CVA tax level;**
- 3. THAT a decrease threshold adjustment be imposed for capped properties where the required billing adjustment is within \$250 of the properties' Current Value Assessment tax; in this instance, no capping claw-back would be applied, and the affected property would be billed at their full Current Value Assessment tax level ; and**
- 4. THAT measures be instituted to exclude properties from the capping program once they:
 - i) reach their Current Value Assessment tax destination, or**
 - ii) cross over it.****

AND THAT this capping scenario be the County's choice of tax capping for each property class for 2012;

AND FURTHER THAT the cost of funding the tax capping relief be recovered from the same tax class (claw-back) from decreasing properties.

Carried

Tax Ratios

CS33-12 Moved by: Councillor Wright Seconded by: Councillor McQueen

THAT the County of Grey adopt the 2011 year's actual tax ratios for use in setting the 2012 tax rates.

Carried

Tax Rates

C34-12 Moved by: Councillor Richardson Seconded by: Councillor White

THAT the County of Grey continue to use the legal default reductions of 30% for commercial and 35% for industrial vacant lands/units in 2012.

Carried

Tax Reductions for Farmland Awaiting Development Subclasses

CS35-12 Moved by: Councillor Pringle Seconded by: Councillor Richardson

THAT the County of Grey shall leave the Type 1 at a tax rate of 25% and the Type 4 is to be taxed at up to 100% of the zoned class rate for lands designated as farmland awaiting development.

Carried

Lower Limit for New Construction Properties

CS36-12 Moved by: Councillor McQueen Seconded by: Councillor Wright

THAT the County of Grey set the threshold for 2012 new construction, as was done in 2011, at the 100% minimum tax level and all new commercial, industrial and multi-residential property class construction be taxed on their full Current Value Assessment (CVA) value.

Carried

Optional Classes of Properties

No action is required since Council has previously authorized the preparation of a by-law in order to adopt the new multi-residential optional property tax class.

Report FR-CS-13-12 Quarterly Purchasing Report

Mr. Wepler addressed the Report FR-CS-13-12 which identifies the purchases as required by the respective Director.

CS37-12 Moved by: Councillor Pringle Seconded by: Councillor McQueen

THAT the Director of Finance's Report FR-CS-13-12 regarding a summary of all purchases made to-date between \$25,000 and \$100,000 by the respective Director, be received.

Carried

Director of Human Resources

Report HRR-CS-03-12 Employee Group Benefits Program Renewal

Mr. McLevy presented Report HRR-CS-03-12 regarding the renewal of the Employee Group Benefits Program.

CS38-12 Moved by: Councillor White

Seconded by: Councillor Richardson

THAT the Director of Human Resources' Report HRR-CS-03-12 regarding the Grey County-Wide Benefits Program Renewal be received;

AND THAT the Employee Benefit Program with Green Shield Canada, Chartis Insurance and Sun Life Financial be renewed for the period of January 1, 2012 to December 31, 2012.

Carried

Report HRR-CS-04-12 Workplace Safety Insurance Board Coverage Renewal

Mrs. Shipley presented Report HRR-CS-04-12 and its recommendation regarding the 2012 Workplace Safety Insurance Board coverage.

CS39-12 Moved by: Councillor Pringle

Seconded by: Councillor White

THAT the Human Resources Manager's Report HRR-CS-04-12 regarding 2012 Workplace Safety Insurance Board (WSIB) insurance be received;

AND THAT the following insurance policies through Jardine Lloyd Thompson of Canada be approved for 2012:

- **Chubb Insurance Company for occupational accident insurance at a premium of \$62,769.60 including provincial sales tax, and**
- **Chubb Insurance Company for excess indemnity at a premium of \$134,228.88 including provincial sales tax.**

Carried

Councillor Richardson left the meeting.

Director of Housing

Report HDR-CS-07-12 Space Needs Study prepared by The Ventin Group (+VG Architects)

Mr. Wyatt presented Report HDR-CS-07-12 regarding the Space Needs Study, as prepared by the firm The Ventin Group (+VG Architects), and the options as identified by the consultant firm. The Senior Management Team reviewed the options as presented and it was the consensus that Option 1 would provide the best value, accommodating all administrative space needs and allow flexibility for the potential

realignment of services or rentable office space for other government agencies. This option would also provide efficiencies in energy conservation and allow upgrades and improvements in information technology.

Discussion followed and several issues were raised, including the need to have information on how the project would be financed, and the final costs. Staff was also asked if alternative sites/facilities had been investigated.

CS40-12 Moved by: Councillor Pringle

Seconded by: Councillor McQueen

That the report on the Space Needs Study of the Administration/POA Court facilities by the Ventin Group be received;

AND THAT a presentation by the consultant be made to County Council.

Carried

CORRESPONDENCE

Nottawasaga Police Services Board Resolution Use of Photo Radar December 9, 2011

The Nottawasaga Police Services Board resolution 2011-82 dated November 24, 2011 forwarded with a letter of December 9, 2011 entitled "Traffic Enforcement – Use of Photo Radar, asking the Premier of Ontario to reinstitute the photo radar program for the provincially regulated Polices Services Boards to manage and use at their discretion, was noted and filed.

Clarington Resolution Municipal Deficit Funding December 20, 2011

CS41-12 Moved by: Councillor Wright

Seconded by: Councillor McQueen

THAT the resolution of the Municipality of the Clarington dated December 19, 2011 requesting a letter be forwarded to the Premier of Ontario asking that if any municipality in Ontario receives special funding from the Province to cover a budget deficit, that all local municipalities receive the same per capita funding from the Province, be supported.

Carried

Request to Attend 2012 Federation of Canadian Municipalities Conference in Saskatoon January 13, 2012

The request from Councillor Anderson to attend the Federation of Canadian Municipalities (FCM) Conference in Saskatoon in 2012 in light of the Conference Policy was discussed.

CS42-12 Moved by: Councillor Wright

Seconded by: Councillor White

THAT the Committee support an exemption to the Conference Policy to allow Councillor Anderson to attend the Federation of Canadian Municipalities Conference in Saskatoon for 2012 and that this be a one time occurrence and is in lieu of the eligible conference attendance for councillors.

Carried

OTHER BUSINESS

Discussion was held on the delegation request.

NEXT MEETING - Tuesday, February 14, 2012

On a motion by Councillor Pringle, the Corporate Services Committee meeting adjourned at 2:00 p.m.

Kevin Eccles, Chair