

Corporate Services Committee

May 13, 2014 – 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, Wayne Fitzgerald, Bob White, Harley Greenfield, Arlene Wright, Norman Jack and Kevin Eccles; and Warden Brian Milne. Councillor McKinlay was in attendance on behalf of Councillor Ellen Anderson

Regrets: Councillor Ellen Anderson

Staff

Present: Lance Thurston, Chief Administrative Officer; Sharon Vokes, County Clerk / Director of Council Services; Kevin Wepler, Director of Finance; Grant McLevy, Director of Human Resources; Geoff Hogan, Director of Information Technology; Lynne Johnson, Director of Long-Term Care; Mike Muir, Director of Paramedic Services; Sandra Shipley, Human Resources Manager; Mary Lou Spicer, Deputy Director of Finance; Marg Graham, POA Manager; Mike Alguire, Purchasing Manager; Sharon Melville, Buyer and Tara Warder, Recording Secretary

Call to Order

Chair Pringle called the meeting to order at 10:02 AM.

Declaration of Pecuniary Interest

There was none.

Minutes of Meetings

Accessibility Advisory Committee minutes dated March 11, 2014

The minutes were reviewed.

CS45-14 Moved by: Councillor Greenfield Seconded by: Councillor White

THAT the minutes of the Accessibility Advisory Committee meeting dated March 11, 2014 be adopted as presented.

Carried

Business Arising from the Minutes

Corporate Services Committee minutes dated March 25, 2014

These minutes are for information only as they were adopted by Grey County Council on May 6, 2014.

Deputations (Part 1)

Marianne Love, McDowall Associates – External Salary Review

Grant McLevy noted that the report being considered today addresses the questions asked by the Committee at the March 25th meeting. Mr. McLevy then introduced Marianne Love who was also present to address any questions from the Committee.

Reports – Human Resources (Part 1)

HRR-CS-07-14 External Salary Survey

Grant McLevy addressed the Committee on the above report. The current and proposed rates as of January 1, 2014 were outlined, which includes the 2% increase recently given to non-union staff. It was noted that historically Council has recommended non-union salaries sit between the 45th and 55th percentile.

Ms. Love addressed questions from the Committee on the rationale behind the proposed job rates and why they differ between value groups, including the need to be compliant with pay equity considerations. Further, the need to adjust the grid has partially originated with the County giving smaller increases than its comparators since the last review which has contributed to the lag when assessed against its comparators. It was acknowledged that external salary reviews should be completed every three years. The last time the non-union grid had an external review was 2008.

Staff indicated that the funding for the salary changes would come from the savings in departmental budgets and the one time funding reserve.

It was noted that the effect of the motion is full implementation effective July 1, 2014.

CS46-14 Moved by: Councillor Wright Seconded by: Warden Milne

WHEREAS the County of Grey is committed to maintaining sound and effective compensation practices in order to attract and retain qualified employees;

AND WHEREAS the firm of McDowell and Associates was hired to conduct an external salary survey of non-union positions and make recommendations to County Council regarding adjustments necessary to maintain the County's non-union salary grid competitive position within the 45th and 55th percentile of comparator municipalities;

AND WHEREAS Grey County Council has historically strived for compensation to be in the 45th to 55th percentile of its comparator group of municipalities;

NOW THEREFORE BE IT RESOLVED THAT the findings and recommendations of the McDowell review, as outlined in Report HRR-CS-04-14, be received;

AND THAT the Non-Union Salary Grid be adjusted according to the new 2014 salary grid included in Report HRR-CS-07-14 and based on the 50th percentile on average of the County's responding comparator group of municipalities;

AND THAT implementation of the recommendations be effective on July 1, 2014 where all employees remain at the current step on the adjusted salary grid;

AND THAT this expense be funded from any 2014 Year End Operating Surplus and/or One Time Funding Reserve as may be required.

Carried

The Committee briefly recessed then reconvened.

Deputations (continued)

Gabe Metron, Regional Director, Public Sector Digest – Asset Management Plan

Gabe Metron addressed the Committee on Grey County's Asset Management Plan. Mr. Metron started by providing a brief corporate overview of Public Sector Digest, and outlined the state of the County's infrastructure, desired levels of service, the asset management study and a financial strategy for Committee's consideration.

Mr. Metron provided an overview of the condition of the County's various assets including roads, bridges and social housing.

Mr. Metron's firm is recommending that a 15 year financial strategy be implemented which involves increasing tax revenues by 1.8% each year for the next 15 years. The purpose is to phase in full funding to the asset categories and to allocate all gas tax revenue to the paved roads category in order to mitigate the annual funding deficit of \$13,911,500.

Reports - Finance

FR-CS-15-14 Asset Management Plan for the County of Grey

Kevin Weppler addressed the Committee on the above noted report. Staff are recommending endorsement of the Plan as presented by Gabe Metron of Public Sector Digest.

CS47-14 Moved by: Councillor Eccles Seconded by: Warden Milne

WHEREAS the Ministry of Infrastructure has launched the first phase of the Municipal Infrastructure Strategy under the long-term infrastructure plan, Building Together;

AND WHEREAS as indicated in this strategy, the Province's policy going forward will require that municipalities requesting provincial infrastructure funding will need to show how projects fit within a comprehensive asset management plan;

NOW THEREFORE BE IT RESOLVED THAT Report FR-CS-15-14 be received;

AND THAT the Asset Management Plan for the County of Grey as attached to Report FR-CS-15-14 be endorsed, in principle;

AND THAT staff continue to work towards implementing the financial and technical recommendations contained in the Asset Management Plan to ensure long-term sustainability and fiscal stewardship of the County's growing and aging asset base;

AND FURTHER THAT the Asset Management Plan be revised continuously in accordance with changes to best management practices, technology, financial constraints and the outcomes of condition assessments.

Carried

The Committee recessed at 12:00 PM and reconvened at 12:30 PM.

FR-CS-16-14 Federal Gas Tax Fund – Municipal Funding Agreement

The County is required to enter into a new agreement to receive the Federal Gas Tax Funding. Mr. Wepler provided a highlight of the changes in the new agreement, including the audit requirements being removed and less reporting requirements for municipalities.

CS48-14 Moved by: Councillor Eccles Seconded by: Councillor White

WHEREAS the Canada-Ontario-AMO-Toronto Agreement contains a framework for the transfer of federal gas tax funds to Ontario municipalities represented by AMO to provide stable, reliable and predictable funding for municipal infrastructure purposes;

AND WHEREAS the County of Grey wishes to enter into this Agreement in order to participate in the federal Gas Tax Fund;

NOW THEREFORE BE IT RESOLVED THAT the Report FR-CS-16-14 regarding the Federal Gas Tax Fund – Municipal Funding Agreement be received;

AND THAT the necessary by-law be prepared authorizing the Warden and Clerk to execute the Municipal Funding Agreement between the Association of Municipalities of Ontario (AMO) and the County of Grey for the transfer of funds to the County of Grey for infrastructure purposes.

Carried

Reports - Clerk

CCR-CS-15-14 Provincial Offences Court Update

Marg Graham addressed the Committee on the above information report. Ms. Graham noted that the ticket revenues are continuing to decrease which will affect the budget. Services of an outside collection agency are being utilized to collect overdue fines.

Sharon Vokes noted that new legislation did come forward which would have allowed municipalities to do more in terms of collecting unpaid fines, however that proposed legislation will die with the impending provincial election.

The Committee requested that the local Police Services Boards be asked what their priorities are in the current year in terms of fines.

CS49-14 Moved by: Councillor Greenfield Seconded by: Councillor McKinlay

THAT Report CCR-CS-15-14 regarding an update on the administration of the Provincial Offences Court be received for information.

Carried

Reports – Human Resources (Continued)

HRR-CS-06-14 Scheduling and Time and Attendance Software Purchase

Lynne Johnson presented the above joint report, requesting authorization to enter into an agreement with StaffScheduleCare for the purchase of scheduling software in the amount of \$165,000 exclusive of HST.

Staff spoke to the difficulties with the current program, being that it has not received any major upgrades and requires frequent repair. The software was leading edge at the time of implementation, however has not grown in the same way as the County and no longer meets the needs. A web based program is desirable to minimize the time the Information Technology department will spend on the program.

CS50-14 Moved by: Councillor Burley Seconded by: Councillor White

WHEREAS the current scheduling and time and attendance program used by the County is inefficient and requires substantial support from the Information Technology Department;

AND WHEREAS the County has been looking at scheduling and time and attendance solutions through various Requests for Information and Requests for Proposal for the past two years;

AND WHEREAS additional research has been conducted by staff on a program recently implemented by Lambton County as a result of an RFP process they undertook;

AND WHEREAS StaffScheduleCare provides the solution that best meets the needs of the various departments from a scheduling, system integration and information technology perspective;

NOW THEREFORE BE IT RESOLVED THAT Report HRR-CS-06-14 be received;

AND THAT Grey County enter into an agreement with StaffScheduleCare through a single source procurement, for the purchase of a Scheduling and Time and Attendance solution to include training, a business review and time clocks;

AND THAT \$165,000.00 excluding HST be allocated from one-time funding to complete the work in 2014.

Carried

Council Pay Stubs – Verbal Update

Sandra Shipley updated the Committee on Council pay stubs. The Committee concurred that the current process respecting distribution of pay stubs is sufficient.

Reports – Information Technology

ITR-CS-03-14 2016 Municipal Information Systems Association (MISA)

Annual Conference

Geoff Hogan addressed the Committee on the above report. Staff are recommending that Grey County host the 2016 MISA Conference at Blue Mountain Resort. There is some staff time associated with organizing the conference.

CS51-14 Moved by: Councillor White

Seconded by: Councillor McKinlay

WHEREAS the Municipal Information Systems Association (MISA) has approached Grey County to host the MISA 2016 Annual Conference at Blue Mountain Resorts;

AND WHEREAS local municipal staff have much better access to education and networking sessions when professional development opportunities are nearby;

AND WHEREAS a conference with 700 attendees provides considerable economic benefit to Grey County;

NOW THEREFORE BE IT RESOLVED THAT report ITR-CS-03-14 be received;

AND THAT Grey County host the MISA 2016 Annual Conference at Blue Mountain Resorts in June 2016 with participation from MISA and the staff of selected Grey County lower tier municipalities.

Carried

Correspondence

Resolution – Township of Muskoka Lakes – Errors in Land Titles

Electronic Registry System dated February 14, 2014

CS52-14 Moved by: Councillor Burley Seconded by: Councillor McKinlay

THAT the correspondence received from the Township of Muskoka Lakes regarding errors in land titles Electronic Registry System be received for information.

Carried

Central Algoma Joint Disaster Relief Committee – Fundraising Request

CS53-14 Moved by: Councillor Wright Seconded by: Councillor Eccles

THAT the correspondence received from the Central Algoma Joint Disaster Relief Committee regarding a fundraising request due to flooding in Central Algoma be received;

AND THAT a contribution of \$250 be forwarded to the Central Algoma Joint Disaster Relief Committee to assist with the fundraising efforts.

Carried

Municipality of Killarney – Amending Municipal Act to Permit Electronic Meetings

CS54-14 Moved by: Councillor Wright Seconded by: Councillor McKinlay

THAT the correspondence received from the Municipality of Killarney regarding amending the Municipal Act to permit electronic meetings be supported.

Carried

Receive for Information

CS55-14 Moved by: Councillor McKinlay Seconded by: Councillor Greenfield

THAT the following correspondence be received for information:

- **Bill 69, Prompt Payments Act Put Aside – Announcement of Construction Liens Act Review**
- **Municipality of Meaford – Greater Cooperation and Integration of Library Services in Grey County**
- **Municipality of West Grey – Support for Municipality of Meaford’s Request for Lower Tier Councils to Confirm Interest in Greater Integration of Library Services in Grey County**
- **Grey Highlands Public Library – Greater Cooperation and Integration of Library Services in Grey County**
- **Resolution – Town of the Blue Mountains – No Support for County Library System**
- **AMO Association of Municipalities of Ontario – New Accountability and Transparency Act for Broader Public Sector**
- **Building Canada Fund Announced**
- **AMO’s Interest Arbitration Update**

Carried

Other Business

Councillor Wright noted that Owen Sound City Council requests the County increase its commercial ratio. The Committee requested staff prepare a report on the matter for presentation to the Committee.

Councillor Anderson is running in the provincial election and will not be utilizing her Federation of Canadian Municipalities Conference registration. The Clerk's Office will send out an invitation to the Councillors who have not used their conference allotment for one to attend.

Next Meeting Dates

Tuesday, June 10, 2014 at the Grey County Administration Building

On motion by Councillor Burley, the meeting adjourned at 1:22 PM

Bob Pringle, Chair