
Corporate Services Committee

July 26, 2016 – 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 Kevin Eccles; Councillors Bob Pringle, Dwight Burley, Harley Greenfield, Arlene Wright, Paul McQueen, Norm Jack, Selwyn Hicks, John McKean; and Warden Alan Barfoot

Staff

Present: Kim Wingrove, CAO; Sharon Vokes, Clerk; Kevin Wepler, Director of Finance; Jody MacEachern, Business Solutions Manager; Mike Alguire, Purchasing Manager; Heather Morrison, Deputy Clerk/Records Manager; and Kathie Nunno, Recording Secretary

Call to Order

Chair Eccles called the meeting to order at 10:00 AM.

Adoption of the Agenda

CS51-16 Moved by: Councillor Burley Seconded by: Councillor Hicks

THAT the Corporate Services Committee agenda dated July 26, 2016 be adopted as presented.

Carried

Declaration of Pecuniary Interest

There was none.

Minutes of Meetings

Accessibility Advisory Committee Minutes Dated May 27, 2016 and Grey County Building Task Force – Administration Building Minutes Dated July 5, 2016

The minutes were reviewed.

CS52-16 Moved by: Warden Barfoot Seconded by: Councillor McQueen

THAT the minutes of the Grey County Building Task Force – Administration Building dated July 5, 2016 be adopted as presented.

AND THAT the minutes of the Accessibility Advisory Committee meeting dated May 27, 2016 and following resolution therein be adopted as presented:

WHEREAS the Accessibility Advisory Committee (AAC) Terms of Reference outlines the scope and responsibilities of the AAC, in respect to the Ontarians with Disabilities Act and the Accessibility for Ontarians with Disabilities Act;

AND WHEREAS the AAC Terms of Reference defines the membership of the subcommittee;

AND WHEREAS the membership definitions are very specific and limit public participation on the subcommittee;

NOW THEREFORE BE IT RESOLVED THAT Report CCR-AAC-21-14 be received;

AND THAT the AAC Terms of Reference from Report CCR-AAC-21-16 be endorsed as amended, by requiring that the maximum number of voting members be seven.

Carried

Business Arising from the Minutes

Corporate Services Committee minutes dated May 24, 2016

These minutes are for information only as they were adopted as presented by Grey County Council on June 7, 2016.

Reports – Chief Administrative Officer

CAOR-CS-03-16 Committee of the Whole Pilot

Kim Wingrove presented the above report. It was noted that Committee of the Whole could be facilitated through the use of consent agendas. Consent agendas include those items that would be approved without discussion. Staff would make sure that items likely in need of debate would not be included in the consent agenda. Councillors would always have the ability to pull an item from the consent agenda for debate as a separate item.

The County Council agenda would include the minutes of the previous committee of the whole meeting and any by-laws to be passed.

Thursdays were recommended as meeting days to minimize conflicts with conferences and avoid meetings following statutory holidays. Conferences are normally Mondays through Wednesdays.

It was noted that the proposed half-hour time frame for Council sessions could be challenging if there are items that require further consideration or debate. Staff noted that the half-hour time line was based on the experience of other counties surveyed that use a committee of the whole system.

The benefit of having all councillors present for meeting discussions was identified.

The possibility of having nine councillors for a committee of the whole system was mentioned as potentially being more efficient than an eighteen-member council.

A six-month trial beginning in January would allow sufficient time to experience the new format and allow for a change in a council composition if there was interest in moving in that direction. A change in council composition requires a triple majority: support by the upper tier and a majority of councils representing a majority of electors of the local municipalities.

Discussion ensued regarding timelines and potential modifications to the proposed meeting schedule.

CS53-16 Moved by: Councillor Greenfield Seconded by: Councillor McKean

THAT Council pilot a Committee of the Whole governance structure/process from January 2017 to June 2017, with a review in June 2017;

AND THAT during the pilot period, all items that would normally be considered at Corporate Services, Social Services, Transportation and Public Safety and Planning and Development Committees be considered at the Committee of the Whole meeting;

AND THAT the schedule of Council and Committee meetings for January to June 2017 as set out in Report CAOR-CS-03-16 be approved;

AND THAT Council temporarily suspend any conflicting sections of Procedure By-law 4876-14 for the duration of the pilot period;

AND THAT staff be directed to temporarily suspend any processes and/or policies necessary to give effect to this governance structure; and

AND THAT the Clerk take the necessary action to give effect to this direction.

Warden Barfoot requested a recorded vote.

Motion to defer

CS54-16 Moved by: Councillor McQueen Seconded by: Councillor Burley

THAT consideration of report CAOR-CS-03-16 Committee of the Whole Pilot be deferred to September Council to allow for interim discussion and research.

Lost

Motion CS53-16 as originally presented was then voted on using a recorded vote as requested by Warden Barfoot.

In favour: K Eccles, H. Greenfield, S. Hicks, J. McKean, P. McQueen

Opposed: D. Burley, A. Barfoot, N. Jack, B. Pringle, A. Wright

The motion was Lost 5-5.

CAO Wingrove shared that the Province has just announced \$180,000,000 to support the SWIFT (Southwest Integrated Fibre Technology) initiative.

Chair Eccles called for a brief recess following which the meeting resumed.

Reports – Finance

*FR-CS-24-16 Corporate Services Financial Update and Year-End
Projection as of May 31, 2016*

Kevin Wepler presented the above report outlining the current financial position and projecting the year-end situation without including estimated tax write-offs at this point. Mr. Wepler will add the missing brackets around \$2,300.

Staff were requested to provide further information regarding provincial offences statistics.

CS55-16 Moved by: Councillor Jack Seconded by: Councillor McKean

THAT the Corporate Services Committee receive Report FR-CS-24-16 as amended regarding a Financial Update and Year-End Projection as of May 31, 2016 for those budgets under the direction of the Corporate Services Committee.

Carried

*FR-CS-26-16 Mechanical System Upgrades to Existing County
Administration Building*

Kevin Wepler presented the above report. Staff met with the Building Task Force regarding the best timing for upgrading the HVAC system. This report outlines how the funding will be allocated.

Extras over and above contract will result in additional architect fees at a higher rate than included in the initial contract.

CS56-16 Moved by: Councillor Burley Seconded by: Councillor Wright

WHEREAS the existing County Administration Building's mechanical system (HVAC) is at the end of its lifecycle;

AND WHEREAS the Building Task Force deemed it would be advantageous to upgrade the mechanical systems in the existing County Administration Building during the installation of the fire protection sprinkler system and authorized that Devlan Construction Ltd. proceed with the installation of mechanical system upgrades to the existing County Administration Building at the quoted price of \$250,000 (excluding HST) as contained in tender RFT-FIN-01-16;

NOW THEREFORE BE IT RESOLVED THAT Report FR-CS-26-16 regarding the mechanical system upgrades to the existing County Administration Building be received;

AND THAT the costs for the additional mechanical system upgrades be funded from any remaining Site Plan contingency funds and the remaining balance from the Administration Property Reserve.

Carried

Councillor Pringle then left the meeting.

Reports – Clerk's

CCR-CS-19-16 Council Code of Conduct

Sharon Vokes presented the above report. The proposed code of conduct is a collaborative endeavour of the Clerks in Grey County and the intent is that the same code of conduct apply to Grey County and all of its local municipalities. The Code is intended to be value based and is written in plain language.

This is one step in the process and the next steps will be addressing a code of conduct for staff and documenting Grey County's complaint processes in a formal procedure. It was noted that certain divisions, such as long-term care, have a need for their own policies to meet ministry standards.

The information technology staff are also working on a window portal for frequently asked questions called Ask Grey.

Legislative requirements for a municipal integrity commissioner were discussed. Currently, only the City of Toronto is mandated to have an integrity commissioner.

CS57-16 Moved by: Warden Barfoot Seconded by: Councillor Greenfield

WHEREAS Section 223.2(1) Municipal Act provides that municipalities may adopt a Code of Conduct for councillors;

AND WHEREAS it is recommended that Grey County's Code of Conduct for councillors be updated to remain current and relevant;

BE IT RESOLVED THAT Report CCR-CS-19-16 be received;

AND THAT Grey County Council's Code of Conduct (G-GEN-006-001) be updated as recommended in Report CCR-CS-19-16;

AND FURTHER THAT a by-law be prepared for Council's consideration.

Carried

CCR-CS-23-16 Council Conferences for 2017

Sharon Vokes presented the above report. There are a number of conferences available. The benefit of representation at all of the conferences was reviewed.

Meetings and delegations with provincial ministers is anticipated to be available at both the ROMA and OGRA conferences.

CS58-16 Moved by: Councillor Wright Seconded by: Councillor McKean

THAT Report CCR-CS-23-16 regarding council conference eligibility for 2017 be received;

AND THAT for 2017 the Federation of Canadian Municipalities be considered an eligible conference as it is being held in Ontario.

Carried

Reports – Information Technology

ITR-CS-05-16 Parcel Adjustment Sole Source

Jody MacEachern presented the above report. The Province and the Municipal Property Assessment Corporation (MPAC) have partnered with Teranet to maintain spatial data for parcel fabrics. This will provide a cleaner resource for the public as well as provide aligned data for planning applications.

CS59-16 Moved by: Councillor Greenfield Seconded by: Councillor Burley

WHEREAS the Digital Ownership and Assessment Parcel Fabrics in Grey County were based on original surveys and do not align accurately with current air photos;

AND WHEREAS the 2016 approved budget has funding for adjusting the Grey County parcel fabric to improve alignment of parcels with air photos;

AND WHEREAS Teranet Inc. is the only vendor able to provide this service cost effectively;

NOW THEREFORE BE IT RESOLVED THAT report ITR-PCD-05-16 be received;

AND THAT Teranet Inc. be sole sourced at a cost of \$78,500 plus tax to provide the required parcel adjustments.

Carried

Correspondence

Township of South-West Oxford – Opposition to Division of the OGRA/ROMA Conferences

CS60-16 Moved by: Warden Barfoot Seconded by: Councillor Hicks

THAT the County of Grey receive for information the resolution from the Township of South-West Oxford in opposition to the division of the OGRA/ROMA Conferences.

Carried

Receive for Information

CS61-16 Moved by: Councillor McQueen Seconded by: Councillor Jack

THAT the County of Grey receive for information the Report of the Secretary-Treasurer on Nominations to the 2016-2018 Association of Municipalities of Ontario (AMO) Board of Directors.

Carried

Other Business

Administration Building Addition/Renovation Update

There was a ground-breaking ceremony held at the County Administration Building this morning.

Next Meeting Dates

Tuesday, September 13, 2016 at the Grey County Administration Building

Tuesday, October 11, 2016 at the Grey County Administration Building

On motion by Warden Barfoot, the meeting adjourned at 12:21 PM.

Kevin Eccles, Chair