

MINUTES

United Counties of Leeds and Grenville Governance and Finance Committee

Thursday, February 4, 2010

Council Chambers
25 Central Avenue West, Brockville

- Members Present:** Chair Larry Dishaw, Bill Thake, Warden, Mel Campbell, John Conley, Roger Haley, Ron Holman, Bill Gooch, Frank Kinsella, Jim Pickard, Doug Struthers
- Staff Present:** Nigel White, Director of Corporate Services/Treasurer
Dorothy Theobald, Director of Human Services
Ann Weir, Economic Development Coordinator
Kevin Spencer, Health & Safety, Emergency Planning & Accessibility Coordinator
Lesley Todd, Clerk
Jane Patterson, Administrative Assistant
Andrea Bolton, Deputy Clerk
- Others Present:** Fire Chief Harry Jones, Leeds and Grenville Fire Coordinator/City of Brockville
Deputy Fire Chief Chris Dwyre, City of Brockville
Fire Chief Gerry Bennett, Town of Gananoque/Leeds and the 1000 Islands
Fire Chief Jim Donovan, Township of Elizabethtown-Kitley
Deputy Fire Chief Gary Seed, Township of Elizabethtown-Kitley
Deputy Fire Chief Wayne King, Township of Elizabethtown-Kitley
Fire Chief Bob Allingham, Township of Athens
Fire Chief Ron Barber, Township of Merrickville-Wolford
Fire Chief Jim Grant, Township of Edwardsburg/Cardinal
Fire Chief Lorne Dougherty, Township of Augusta
Christine Endicott, Recorder and Times
-

Mr. Dishaw called the meeting to order at 9:03 a.m.

1.0 Adoption of the Agenda

Mr. Dishaw acknowledged two additions to the agenda. Mr. Struthers requested an addition under Unfinished Business regarding the Knowledge Ontario Program.

Motion

Moved by Mr. Pickard and seconded by Mr. Holman
THAT the Agenda for the February 4, 2010 meeting of the Governance and Finance Committee be adopted with the following additions:

- 5.0 Correspondence - Item 5.0.4 Town of Smiths Falls to the United Counties of Leeds and Grenville (14-Jan-10) and Resolution
- 12.0 Notice of By-laws - Item 12.0.4 Notice of By-law to Authorize the Execution of an Agreement Between the United Counties of Leeds and Grenville and the Employment and Education Centre For the Delivery of the Building Your Options Program (JSC)
- 10.0 Unfinished Business-Item 10.0.2 Information Regarding Reduction of Provincial Funding for the Knowledge Ontario Program and The Impact On Libraries
Carried.

2.0 Disclosure of Pecuniary Interest and General Nature Thereof – Nil

3.0 Adoption of the Minutes of the Previous Committee Meeting

3.0.1 Adoption of Minutes – January 7, 2010

Motion

Moved by Mr. Gooch and seconded by Mr. Holman
THAT the minutes of the Governance and Finance Committee meeting held on January 7, 2010 be approved as distributed. Carried.

3.0.2 Resolution to Amend the Minutes of December 3, 2009 Committee Meeting

Motion

Moved by Mr. Campbell and seconded by Mr. Gooch
THAT the Minutes of the December 3, 2009 Governance and Finance Committee meeting be approved with the following addition recorded after the re-opening of the meeting at 11:58 a.m. after the closed meeting.

Item 8.0.1.1 Recruitment of Director of Human Services (deferred from earlier on the agenda)

Motion

Moved by Mr. Holman and seconded by Mr. Thake THAT the Governance and Finance Committee recommends that the Templeman Consulting Group be engaged as required to assist UCLG staff with the internal/external recruitment of the Director of Human Services; and FURTHER THAT the following Council members participate on the Ad-Hoc Recruitment Committee: 2010 Warden; Mel Campbell and the Chair of the Governance and Finance Committee. Carried.

Mr. Silver advised the Committee that he hoped to have the position recruitment process completed by the end of March.

Carried.

4.0 Delegations/Presentations

4.0.1 Leeds and Grenville Fire Chiefs re: Hazmat Materials Response Unit Report

Mr. Dishaw invited Deputy Chief Chris Dwyre to come forward and introduce the other Chiefs and Deputy Chiefs present. Deputy Chief Dwyre introduced the members of the Leeds and Grenville Fire Chiefs, and thanked the Committee for allowing the delegation. Deputy Chief Dwyre advised the Committee that the request to be heard as a delegation was made for two reasons; one to clarify misconceptions, and secondly to urge the Committee not to proceed with the recommendations made by Counties in the December 3, 2009 report.

Deputy Chief Dwyre summarized the background contained in the delegation's written submission regarding the actions taken to date with respect to the Hazmat Response Vehicle donated to the Leeds & Grenville Mutual Aid Association. Deputy Chief Dwyre noted that the delegation wishes to clarify the intentions of the Chiefs and to restate their original request to the Governance and Finance Committee, made in January 2009.

It was noted that the vehicle is intended for the protection of life, and the environment, but not intended to reduce the need for the provincial response team. Deputy Chief Dwyre stated that the Chiefs have no intention of providing Hazmat service beyond the current level, which meets the Office of Fire Marshall's expectation that all fire departments be trained at the incident awareness level. The departments must be able to identify

the hazard, isolate and contain the hazard, implement evacuation protocols and undertake life saving and rescue skills when possible.

Deputy Chief Dwyre advised that the Chiefs do not feel that a county wide Hazmat team is a practical solution. Currently every Fire Department is responsible for their own level of response in their municipality in accordance with their own municipal by-laws. He advised that some departments have undergone training to use the new vehicle, and that police and EMS personnel have been invited to participate and that training has been well received.

Deputy Chief Dwyre noted that the option of selling the vehicle was not one that the Chiefs support.

The Chiefs also did not support the vehicle going to one municipality, as no individual department has the resources to operate the vehicle. He noted that operations for the vehicle would require the implementation of protocols and cost sharing arrangements. It has been requested that the United Counties undertake insurance and regular maintenance.

Deputy Chief Dwyre asked the Committee to support the Chiefs' initial proposal for the vehicle. It was noted that since the report was compiled, the group has been in touch with Lanark County, which has its own rescue units. He noted that Lanark has a method of gathering fees for service if county residents are involved in events, such as extrication.

In response to a question concerning insurance, Mr. White advised that insurance is in place on the vehicle, and all drivers must be approved by the insurance agent and certified through the insurance carrier. The Committee asked questions related to insurance, how the vehicle will be utilized, cost to maintain the vehicle, how supplies, etc. will be restocked and cost shared. The Chiefs will develop the protocols and report back to Counties Council.

In response to a question regarding the Ministry of Transportation paying for the use of this vehicle on incidents on provincial highways, Deputy Chief Dwyre confirmed that this type of vehicle is accounted for on the standard form used by the Province, and that it would be reimbursed based on the duration at the scene.

The Committee indicated their support for the Chiefs' approach and thanked them for their report.

With the permission of the Chair, Mr. Haley asked the Association representatives for an update concerning the implementation of the new radio system. Fire Chief Harry Jones noted that the study was completed by the consultant, Mr. Anderson, at the request of Counties Council and a

four stage implementation was recommended. It was noted that the first stage was the replacement of the Motorola console that was no longer being supported by the company and noted that this process is underway currently with anticipated installation of the new console in June. Chief Jones noted that infrastructure upgrades may be required, which is the responsibility of the Counties. He noted that Industry Canada will be reducing the bandwidths available, which could force them to move to digital radios and presentations are being made at each municipal council to update them on the cost of the process. Chief Jones advised stage one is nearly complete and stage two is partially the responsibility of the municipality. He noted that the Joint Emergency Preparedness Program (JEPP) may provide some funding avenues for municipalities. It was noted that to date, only three municipalities have received the presentation from Mr. Anderson.

The Committee took a short recess at 10:00 a.m., at which time Mr. Spencer left the meeting. Ann Weir joined the meeting when it resumed at 10:14 a.m.

Mrs. Todd noted that there are no resolutions prepared with respect to the delegation or the correspondence from Elizabethtown-Kitley. It was noted by Warden Thake that some municipalities have not yet met to discuss this issue. Upon a suggestion from Mr. Pickard, the Committee consented that a resolution should be drafted by staff to present at Counties Council. Mr. Pickard suggested that the draft resolution be circulated to the municipalities to see if they support it. Mr. Kinsella advised that this item will have to be examined during the budget process.

5.0 Correspondence, Communications and Petitions

5.0.1 Township of Elizabethtown-Kitley to United Counties of Leeds and Grenville (13-Jan-10)

Re: Hazardous Materials Response Unit

Item 5.0.1 was received and filed.

5.0.2 Leeds, Grenville & Lanark District Health Unit to the United Counties of Leeds and Grenville (22-Jan-10)

Re: 2010 Municipal Levy

Item 5.0.2 was received and filed.

5.0.3 City of Kingston to the United Counties of Leeds and Grenville (16-Dec-09)**Re: Motion – Exemption of Electricity Sales from Provincial Portion of Harmonized Sales Tax**

Mr. Gooch noted that this resolution requests municipalities with populations over 50,000 to lobby the Province, to exempt electricity sales from the HST. Mr. Gooch suggested that the Committee support the resolution with the addition of heating fuels.

Motion

Moved by Mr. Gooch and seconded by Mr. Campbell

THAT the Governance and Finance Committee recommends that Item 5.0.3, Resolution of the City of Kingston calling for the exemption of electricity sales from the Provincial portion of the Harmonized Sales Tax (HST) be supported; and THAT heating fuels be added as an exempted item. Carried.

5.0.4 Town of Smiths Falls to the United Counties of Leeds and Grenville (14-Jan-10)**Re: Tourism Regions for Ontario and Resolution**

Mrs. Weir spoke on this item, reporting that the Province is moving ahead with the Regions as they have been set, and that the Rideau Canal falls under Regions 9, 10 and 11. Mrs. Weir stated that she sits on the Rideau Heritage Board, and meetings have taken place for Regions 9 and 11. She noted that March 1st is the deadline for expressions of interest and Region 9, which encompasses Leeds & Grenville is working to put forward a proposal. She noted that they are still attempting to make contact with Region 10.

Mr. Struthers advised that there was a piece of correspondence from the Rideau Heritage Tourism Association directed to Mayors and Reeves with slightly different phrasing. Mrs. Weir noted that the wording in the resolution was modified to reflect that fact and what was previously flowed through funding will not be considered as flow through by the Ministry and they will have to apply for funds to be allocated to them.

Motion

Moved by Mr. Holman and seconded by Mr. Thake

WHEREAS the Ministry of Tourism has announced new Tourism Regions for Ontario, which divides the Rideau Canal UNESCO World Heritage Site into three tourism regions; and

WHEREAS the Province has indicated that each Tourism Region shall have one Regional Tourism Organization; and

WHEREAS the Rideau Heritage Route Tourism Association is a Destination Marketing Organization mandated to promote the Rideau Heritage Route;

NOW THEREFORE BE IT RESOLVED THAT the United Counties of Leeds and Grenville calls upon the Province to support Ontario's only UNESCO World Heritage Site by creating a formalized cross-regional cooperation model for Tourism Organizations along the Rideau Canal; AND FURTHER THAT the Rideau Heritage Route Tourism Association be recognized within the three Tourism Regions encompassing the Rideau Canal in proposals for Requests for Expression of Interest, and be allocated specific funds to ensure the appropriate destination marketing is undertaken. Carried.

**6.0 Information Items Available Upon Request
News Articles, Press Releases, Periodicals & Miscellaneous Items**

- 6.0.1 Resolutions** – Township of Elizabethtown/Kitley (15-Dec-09)
- Township of Front of Yonge (21-Dec-09)
 - Township of Rideau Lakes (24-Dec-09)
 - Municipality of North Grenville (11-Jan-10)
 - Village of Merrickville-Wolford (11-Jan-10)
 - Township of Augusta (11-Jan-10)
 - Township of Athens (11-Jan-10)
 - Township of Leeds & Thousand Islands (11-Jan-10)
 - Village of Westport (13-Jan-10)
 - Township of Edwardsburgh/Cardinal (20-Jan-10)

Re: Resolution in Support of By-Law 09-91 regarding Levy Payment arrangements by Municipalities

- 6.0.2 The Premier of Ontario to United Counties of Leeds and Grenville (4-Dec-09)**

Re: Thank you for letter regarding the Ontario Municipal Partnership Fund

- 6.0.3 Ministry of Finance to the United Counties of Leeds and Grenville (15-Dec-09)**

Re: Release of the Ontario Municipal Partnership Fund (OMPF) allocations for 2010

- 6.0.4 EOWC News Release (19-Jan-10)
WOWC News Release (13-Jan-10)
RE: New Chairs elected and 2010 Priorities established
- 6.0.5 MPAC to the United Counties of Leeds and Grenville (18-Jan-10)
Re: Relocation of MPAC – Brockville Field Office
- 6.0.6 MEPCO to the United Counties of Leeds and Grenville (06-Jan-10)
Re: Requesting relief from the solvency requirement for OMERS pension plan
- 6.0.7 Association of Municipalities of Ontario (AMO) Watch File
14-Jan-10 and 21-Jan-10
“AMO Looks Forward to Working with New Ontario Cabinet” (18-Jan-10)
- 6.0.8 Ontario Good Roads Association – Heads Up Alert (19-Jan-10)
“OGRA Welcomes Newly Appointed Ministers”
- 6.0.9 TransCanada to the United Counties of Leeds and Grenville (2-Jan-10)
Re: TransCanada PipeLines in Your Community

7.0 Staff Reports

7.0.1 Steven Silver, Chief Administrative Officer

7.0.1.1 Draft 2010 Leeds and Grenville Accessibility Advisory Plan

Motion

**Moved by Mr. Conley and seconded by Mr. Haley
THAT the Governance and Finance Committee recommends that
the United Counties of Leeds and Grenville approve the 2010
Leeds and Grenville Accessibility Plan. Carried.**

7.0.1.2 Request for Pre Budget Approval for Economic Development Website and Counties Branding Projects (Report not available at time of distribution)

Mr. Gooch suggested that this matter should be addressed during budget discussions.

The Committee decided that the two items be discussed at the AdHoc 2010 Budget Committee meeting to be held following this

meeting, and that the Governance and Finance Committee reconvene after the Budget meeting.

Motion

**Moved by Mr. Kinsella and seconded by Mr. Haley
THAT the request for Pre-Budget Approval for Economic Development Website and Counties Branding Project be tabled to the AdHoc Budget meeting. Carried.**

Motion

**Moved by Mr. Struthers and seconded by Mr. Haley
THAT the Governance and Finance Committee recommends that a contract be awarded to Accurate Design & Communications Inc. of Ottawa, ON for the design and development of a new marketing brand identity and positioning strategy for the United Counties of Leeds and Grenville at a cost of \$26,440, upon signing final contract agreements from 1000 Islands Community Development Corporation and the Grenville Community Futures Development Corporation. Tabled.**

Motion

**Moved by Mr. Struthers and seconded by Mr. Thake
THAT the Governance and Finance Committee recommends that a contract be awarded to eSolutions Group for the design and hosting of the Economic Development website at a cost of \$52,540 in 2010, upon signing final contract agreements from 1000 Islands Community Development Corporation and the Grenville Community Futures Development Corporation. Tabled.**

7.0.1.3 Municipal Advisory Committee – Algonquin Land Claim (21-Jan-10)

8.0.2 Nigel White, Director of Corporate Services/Treasurer

8.0.2.1 Ratify Payment of Accounts

Motion

**Moved by Mr. Holman and seconded by Mr. Thake
THAT the Governance and Finance Committee ratify the
payment of accounts listed on Expenditure Report #2010-1 for
the period December 29, 2009 to January 21, 2010, cheque
numbers 042872 to 043490 (Great Plains) in the total amount of
\$3,077,861.77 and December 29, 2009 to January 8, 2010, cheque
numbers 12784 to 12882 in the total amount of \$191,795.38
(Yardi – Social Housing). Carried.**

8.0.2.2 Summary of Investments – December 2009

Item 8.0.2.2 was received and filed.

8.0.2.3 MIS Monthly Report for January 2010

Item 8.0.2.3 was received and filed.

8.0.3 Dorothy Theobald, Director of Human Services**8.0.3.1 MVL – Monthly Information Reports – December 31, 2009 and
January 25, 2010****Motion**

**Moved by Mr. Haley and seconded by Mr. Kinsella
THAT the Maple View Lodge Monthly Information Reports
presented on February 4, 2010 be accepted.
Carried.**

**8.0.3.2 2010-01T Demolition of Properties 553 & 577 Churchill Road,
Prescott – Public Housing Regeneration**

Upon a question from Mr. Campbell, Mrs. Theobald confirmed that the contractor is responsible for disposal of all demolition material at the job sites. It was also confirmed that the project is one hundred percent funded by the Ministry of Municipal Affairs and Housing, and that nothing will move forward until Ministry approval is received.

Motion

Moved by Mr. Pickard and seconded by Mr. Thake

THAT the Governance and Finance Committee recommends:

- 1. THAT L. A. Knapp Inc. be awarded tender 2010-01T Demolition of Properties 553 and 577 Churchill Road, Prescott with an overall cost of \$23,453.33 before taxes, subject to funding from Ministry of Municipal Affairs and Housing under the Social Housing Renovation and Retrofit Program funding.**
- 2. THAT a by-law is prepared authorizing the execution of an agreement between the United Counties of Leeds and Grenville (UCLG) and L. A. Knapp Inc. for tender 2010-01T Demolition of Properties 553 and 577 Churchill Road, Prescott.**

Carried.

8.0.4 St. Lawrence Lodge - Nil**8.0.5 2010 Draft Budget**

This item was deferred for discussion at the AdHoc Budget meeting.

9.0 Sub-Committee, AdHoc Committee and Member Reports**9.0.1 Fire Communications Project – Mr. Holman**

Mr. Holman observed that an aggressive approach has been taken with respect to the timeline of this project and the upgrading of the system, which will have considerable financial impact. He noted that Industry Canada has indicated that the change in bandwidth will not take place immediately. Mr. Holman asked if there is the possibility that the timeframe might be expanded somewhat, and proposed that the consultant on this project and some interested Counties Councillors might develop an option that is more realistic.

The Committee agreed that a review of the technology, the costs and the timelines is needed before moving forward. Mr. White advised that it would be more cost effective for staff to discuss this with the consultant over the phone and provide a staff report.

Motion

**Moved by Mr. Holman and seconded by Mr. Struthers
THAT staff be directed to consult with Bill Anderson regarding a revised timeline for the Fire Communications Project and bring back a report to the Committee. Carried.**

9.0.2 Maple View Lodge Committee Discussion – Mr. Thake

The Committee discussed the formation of a Maple View Lodge Committee, which Mr. Thake had raised a few meetings ago. Mr. Thake brought forward three options: reestablish the Committee monthly, reestablish the Committee to meet four times a year, or have other Committees meet at Maple View Lodge four times a year in order to provide Maple View Lodge staff with an opportunity to interact with Council.

Mrs. Theobald noted that the formation of a Committee would enable the examination of the requirements under Bill 140, which will place a higher level of accountability on municipalities with long term care facilities. She also noted that Maple View Lodge had undergone significant changes over the past year and that the department has been dealing with gaps and morale issues, and that incredible strides have been made.

Motion

**Moved by Mr. Struthers and seconded by Mr. Holman
THAT staff be directed to bring back a report on the formation of a new Maple View Lodge Committee, outlining the governance and reporting structure, and frequency of meetings. Carried.**

The Committee felt that the reestablishment of the Committee was a good idea. It was suggested that a Committee consisting of five members, who might or might not be the same members who sit on the St. Lawrence Lodge Board, be established.

10.0 Unfinished Business**10.0.1 Updated Action List from January 7, 2010**

The updated action list was reviewed and filed.

10.0.2 Mr. Struthers noted the importance of libraries to the communities of Leeds and Grenville. Mr. Struthers advised the Committee that provincial funding for Knowledge Ontario, a program that provides residents with an online core suite of educational information, has

been cut. Mr. Struthers noted that many residents use municipal libraries for computers in addition to accessing to books, and that many students use the facilities to gain a better atmosphere for studying. Mr. Struthers noted that cuts to the Knowledge Ontario Program will result in the loss of a library resource that enhances the research environment. Mr. Struthers noted that his community Library Board and municipal Council have circulated their concerns regarding this matter, and would like to make information on this situation available to all municipalities in the United Counties. Staff was instructed to circulate the information.

11.0 Announcements

- 11.0.1** Mr. Dishaw announced that the Rural Ontario Municipal Association/Ontario Good Roads Association (ROMA/OGRA) conference packages are ready for distribution by Jane Patterson following the budget meeting.

12.0 Notice of By-Laws / Notice of Motions

- 12.0.1** **Notice of Third Reading of A By-Law to Provide for Payments of the County Levy by Local Municipalities and to Rescind By-Law No. 90-24**
- 12.0.2** **A Notice of By-Law to Appoint a Deputy Clerk for the Corporation of the United Counties of Leeds and Grenville**
- 12.0.3** **A Notice of By-Law to Authorize the Execution of An Agreement Between the United Counties of Leeds and Grenville and L.A. Knapp Inc. for Tender 2010-01T Demolition of Properties 553 and 577 Churchill Road, Prescott**
- 12.0.4** **A Notice of By-law to Authorize the Execution of an Agreement**

13.0 Media Questions

Christine Endicott of the Recorder and Times asked what is the next step in regard to the Hazmat Vehicle. Mr. Dishaw advised that it must be ascertained as to what additional equipment is required in order to make the vehicle complete, the finalization of insurance, and it must be determined what the budget implications of those items are. Ms. Endicott inquired as to whether or not the vehicle would be kept. Mr. Dishaw noted that the consensus amongst the Committee appears favourable; however, it remains a budgetary issue.

Christine Endicott requested clarification regarding the Maple View Lodge Committee resolution. Mr. Struthers advised that instruction was given to staff to bring back a report outlining a potential structure, membership and schedule for a Maple View Lodge Committee.

14.0 Questions from the Public

There were no members of the public in attendance.

15.0 Closed Meeting – Nil

16.0 Adjournment

Motion

**Moved by Mr. Kinsella and seconded by Mr. Haley
THAT the meeting of the Governance and Finance Committee adjourn at
11:00 a.m. Carried.**

The Governance and Finance Committee reconvened at 12:55 p.m. following the AdHoc Budget meeting.

Members Present: Chair Larry Dishaw, Bill Thake, Warden, Mel Campbell, John Conley, Roger Haley, Bill Gooch, Jim Pickard, Doug Struthers, United Counties of Leeds & Grenville

Staff Present: Nigel White, Director of Corporate Services/Treasurer
Ann Weir, Economic Development Coordinator
Pat Huffman, Accounting Services Manager/Deputy Treasurer
Lesley Todd, Clerk

1.0 Request for Pre Budget Approval for Economic Development Website and Counties Branding Projects

Mrs. Weir provided clarification that funding from the CFDC is predicated on the approval of both the website and branding projects. Both projects have to be completed by March 31, 2010.

Motion

**Moved by Mr. Struthers and seconded by Mr. Haley
THAT the Governance and finance Committee recommends that a contract be awarded to Accurate Design & Communications Inc. of Ottawa, ON for the design and development of a new marketing brand identity and positioning strategy for the United Counties of Leeds and Grenville at a cost of \$26,440, upon signing final contract agreements from 1000 Islands Community Development Corporation and the Grenville Community Futures Development Corporation. Carried.**

Motion

**Moved by Mr. Struthers and seconded by Mr. Thake
THAT the Governance and Finance Committee recommends that a contract be awarded to eSolutions Group for the design and hosting of the Economic Development website at a cost of \$52,540 in 2010, upon signing final contract agreements from 1000 Islands Community Development Corporation and the Grenville Community Futures Development Corporation. Carried.**

2.0 Media Questions

There was no media present.

3.0 Questions from the Public

There were no members of the public in attendance.

4.0 Closed Meeting – Nil**5.0 Adjournment****Motion**

**Moved by Mr. Thake and seconded by Mr. Pickard
THAT the meeting of the Governance and Finance Committee adjourn at 1:15 p.m. Carried.**

Larry Dishaw, Chair