

MINUTES

United Counties of Leeds and Grenville Governance and Finance Committee

Wednesday May 5, 2010

Council Chambers
25 Central Avenue West, Brockville

Members Present: Chair Larry Dishaw, Warden Bill Thake,
Mel Campbell, Ron Holman, Bill Gooch, Frank Kinsella,
Jim Pickard, Doug Struthers

Staff Present: Steve Silver, Chief Administrative Officer
Nigel White, Director of Corporate Services/Treasurer
Deborah Gill, Manager, Program Planning and Integrity
Lesley Todd, Clerk
Jane Patterson, Administrative Assistant (Recording Secretary)

Others Present: Christine Endicott, Recorder and Times
Don Ross, Frontenac Arch Biosphere Reserve
Gary Clark, Frontenac Arch Biosphere Reserve

1.0 Opening Remarks

Mr. Dishaw called the meeting to order at 9:00 a.m., and offered regrets on behalf of Mr. Haley and Mr. Conley.

2.0 Adoption of the Agenda

Motion

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

Item 10.0.2 Update on a Closed Meeting Policy

Item 12.0.6 Notice of By-Law to Authorize the Execution of a Lease Agreement with Keith Lindsay Rentals. Carried.

3.0 Disclosure of Pecuniary Interest and General Nature Thereof - Nil

4.0 Adoption of the Minutes of the Previous Committee Meeting – April 8, 2010

Mr. Struthers referred to Item 8.0.3.3 Wellhead Protection-Eligible Area and advised that there is eligible funding and asked if Mr. Haley has been successful at obtaining funding. He received a reply from Mr. Conley that if you are not designated in the “b” circle, you do not qualify for funding.

Mr. Kinsella asked if there is an update on the Fire Communications System. Mr. Silver reported that Mr. Huels will provide an update later in the meeting.

Motion

**Moved by Mr. Gooch and seconded by Thake
THAT the minutes of the Governance and Finance Committee meeting held on
April 8, 2010 be approved as distributed. Carried.**

5.0 Delegations/Presentations**5.0.1 Frontenac Arch Biosphere Reserve – Don Ross and Gary Clark**

Mr. Dishaw introduced Mr. Ross and Mr. Clark from the Frontenac Arch Biosphere Reserve. Mr. Ross gave a power point presentation updating the members. He advised that the purpose for the visit was to explore relationships with the Counties and asked the Counties to consider contributing toward the \$50,000 municipal contribution being requested from the municipalities affected by the Frontenac Arch Biosphere. He reported the Town of Gananoque is participating and they will be asking the City of Brockville to participate as well. He suggested that the funds come from the Economic Development Budget.

A discussion ensued regarding the Biosphere’s website and the fact that some of the Townships and Municipalities from Leeds and Grenville are not shown. Mr. Ross explained that the Biosphere operates way beyond the boundaries noted on the website.

Mr. Silver advised that he would meet with Ann Weir and discuss the presentation and when developing the 2011 draft budget. Mrs. Weir will bring a report back to the Committee explaining how the Economic Development Department has been working with the Frontenac Arch Biosphere.

Mr. Ross and Mr. Clark left the meeting at 9:45.

6.0 Correspondence, Communications and Petitions

- 6.0.1** Minister of Tourism to United Counties of Leeds and Grenville
(30-Mar-10)
Re: Rideau Heritage Route Tourism Association

Item 6.0.1 was received and filed.

- 6.0.2** Resolution, Town of Smiths Falls
(7-Apr-10)
Re: Possible Loss of Canadian Pacific Railway Line

Following a discussion the members agreed that maintaining railway transportation is vital to the economic development of the United Counties of Leeds and Grenville. By a show of hands the committee agreed to endorse the motion and to draft a second motion for the May 20, 2010 Council Session to include a statement suggesting that rail lines that have been closed be reactivated.

Motion

Moved by Mr. Struthers and seconded by Thake

THAT the Governance and Finance Committee recommends:

- 1. THAT the United Counties of Leeds and Grenville petition the provincial and federal governments to commit to a funding program that will permit the economic viability of short-line railways, thereby maintaining valuable railway transportation infrastructure corridors; and**
- 2. THAT a motion to this effect be brought forward for consideration by Council at the May 20, 2010 Council meeting. Carried.**

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

- 7.0.1** Resolution – Township of Front of Yonge (8-Apr-10)
Resolution – Eastern Ontario Wardens Caucus (20-Apr-10)
Resolution – Township of Leeds and the Thousand Islands
Re: Support for Fire Communications System

- 7.0.2** Resolution – Lanark County (9-Apr-10)
Resolution – Township of Montague (9-Apr-10)
Email from Township of Montague (15-Apr-10)
Resolution – Municipality of Clavin (13-Apr-10)
Re: Possible Loss of Canadian Pacific Railway Line

- 7.0.3** Town of Tecumseh to UCLG (19-Apr-10)
Re: Announcement of AMO President Candidacy

- 7.0.4** SLL – Administration Report and The Committee of Management Minutes
- February 2010
- 7.0.5** Ministry of Municipal Affairs and Housing to UCLG (22-Apr-10)
Re: Emergency Preparedness Week
- 7.0.6** News Release – Ontario Infrastructure (6-Apr-10)
Re: Ontario Finalizes Plans for Highway Service Centres
- 7.0.7** Ontario Association of Non-Profit Homes and Services for Seniors (OANHSS)
2010-11 Pre-Budget (January 2010)
- 7.0.8** Alcohol and Gaming Commission of Ontario (03-2010)
Re: Regulatory Changes to Break Open Ticket Lotteries
- 7.0.9** Conseil Des Ecoles Catholiques de Langue Francaise du Centre-Est to UCLG
(1-Apr-10)
Re: Final Report of the determination and representation of the members of
the Board for the 2010 elections
- 7.0.10** Association of Municipalities of Ontario (AMO) Communications
“Watch File” (01-Apr-10) and (08-Apr-10)
“Joint and Several Liability Paper” (12-Apr-10)
“Request for Nominations to the 2010-2010 Board of Directors” (16-Apr-10)
“Watch File” (15-Apr-10) and (22-Apr-10)
- 7.0.11** Municipal Property Assessment Corporation (MPAC)
Re: 2010 Municipal Enumeration - Update (21-Apr-10)
Re: 2009 Annual Report and Financial Statements (22-Apr-10)
- 7.0.12** Important Health Notice (14-Apr-10)
Re: Pandemic (H1N1) Update
- 7.0.13** 2010 Urban Symposium: Connecting Citizens
Lincoln Alexander Theatre, Hamilton (April 15-16, 2010)

8.0 Staff Reports

8.0.1 Steven Silver, Chief Administrative Officer

8.0.1.1 Updated UCLG Emergency Response Plan

Mr. Silver advised that the UCLG Emergency Response Plan has been updated with a few minor revisions and updated appendices.

Motion

Moved by Mr. Thake and seconded by Mr. Holman

THAT the Governance and Finance Committee recommends:

- 1. THAT the United Counties of Leeds and Grenville approve the updated version of the Emergency Response Plan; and**
- 2. THAT the necessary by-law be prepared. Carried.**

8.0.1.2 Eastern Ontario Wardens Caucus/Eastern Ontario Regional Network Project Payments

Mr. Silver advised that at last month's EOWC meeting, the committee suggested that they offer incentives to the Counties to pay installments in advance for the broadband project to supply EORN cash flow because interest payments on borrowed funds are not part of the federal and provincial funding. Mr. Holman asked for an update on the status of the project. Mr. Silver reported the proponent has not been announced yet, but they hope to make an announcement soon as the proponent is bringing a significant amount of money to the table. Responding to an enquiry, Mr. Silver advised that the EORN (Eastern Ontario Regional Network) corporation heading the project is a separate corporation with representatives from the private sector as well as a majority of members from the EOWC on the Board of Directors. The UCLG portion of the project is \$960,000 to be paid over three years. Interest in the amount of \$51,000 would be payable to the Counties if the decision was to pay the funds in advance.

Motion

Moved by Mr. Holman and seconded by Mr. Thake

THAT the Governance and Finance Committee recommends:

- 1. THAT the United Counties of Leeds and Grenville enter into an agreement with the Eastern Ontario Wardens Caucus for the pre-payment of the Eastern Ontario Regional Network broadband project allocation; and**
- 2. THAT the necessary by-law be prepared. Carried.**

Mr. Brian Huels and Mr. Steve Seale joined the meeting at 10:10 a.m.

10.0.2 Update on a Closed Meeting Policy

The members agreed to address Item 10.0.2. Mrs. Todd asked the members if they would like the draft Closed Meeting Policy to be reviewed by the Procedural By-law Ad Hoc Committee prior to bringing the draft to Council. The members agreed that the new Closed Meeting policy should be reviewed by the Governance and Finance Committee first and be reviewed by the Ad Hoc Committee if necessary.

The Committee recessed at 10:25 a.m. and Mr. Pickard left the meeting.

8.0.2 Nigel White, Director of Corporate Services/Treasurer

8.0.2.1 Ratify Payment of Accounts

Motion

Moved by Mr. Kinsella and seconded by Mr. Gooch THAT the Governance and Finance Committee ratify the payment of accounts listed on Expenditure Report #2010-4 for the period March 29 to April 26, 2010, cheque numbers 045195 to 045819 (Great Plains) in the total amount of \$2,683,035.76 and March 30, 2010 to April 19, 2010, cheque numbers 13204 to 13322 in the total amount of \$244,855.43 (Yardi – Social Housing). Carried.

8.0.2.2 Summary of Investments – March 2010

Item 8.0.2.2 was received and filed.

8.0.2.3 Corporate Services SDR Update

Mr. Gooch left the meeting at 10:50 a.m. Mr. White reviewed slides regarding the Corporate Services review.

A question and answer period followed with Mr. Campbell asking about the anticipated \$1,500 savings by utilizing Electronic Funds Transfers (EFT). He questioned the abundance of fraud possibilities if using e-accounts and receiving invoices from the Counties to the local municipalities. Mr. White advised that the \$1,500 reduction is for postage costs; and, staff are working closely with the banks on encoding to ensure the security system is strong. Mr. Campbell also enquired about incentives for employees to improve attendance at work. Mr. White responded that Ms. Hobbs will be bringing a draft policy to this committee next month regarding attendance.

Mr. Struthers thanked Mr. White for a great presentation and informative report and asked if Great Plains is fully integrated throughout departments. Mr. White responded that the existing modules have been fully developed and being utilized throughout the Counties.

He added that with the implementation of new budgeting software, the budgeting process will allow further transparency, enable staff to better track changes during the budget process and provide more details on all expenditures and revenue accounts. This system will allow the integration of the operating budget, capital budget and financing plan.

Responding to an enquiry regarding PSAB requirements, Mr. White advised that St. Lawrence Lodge is a totally separate and independent Corporation of which the Counties are “shareholders”. They are shown on our financial statement for reporting purposes to the Ministry.

8.0.2.4 Monthly Human Resources Update

Mr. Silver advised that this is the first of this monthly report. Ms. Hobbs will attend the next meeting and give a more detailed background. The intent of the report is to keep members informed of new positions staff will be posting and filling.

Motion

Moved by Mr. Holman and seconded by Campbell

THAT the Governance and Finance Committee recommends:

- 1. THAT the United Counties of Leeds and Grenville authorize the Chief Administrative Officer to implement the actions outlined in the May 5, 2010 Report to Governance and Finance entitled “Monthly Human Resource Update”. Carried.**

8.0.2.5 Request to Purchase a Replacement Fire Dispatch Transmitter

Mr. White reported that the transmitter at the Toledo tower failed two weeks ago. Measures to purchase a new one have not come together as quickly as he hoped and he advised that staff may have to exercise purchasing power for an emergency purchase under the purchasing policy (CAO and Director).

Mr. Huels advised that he is working with Glentel and hopes to have pricing for the replacement of two transmitters soon. Staff is looking at \$30,000 to \$40,000 each. The transmitter at Toledo was originally at the Greenbush Garage and is over 20 years old. Mr. Huels stated the new equipment should last 20 years and will be compatible with the conversion to digital.

Mr. Seale gave an update on the presentations to the local municipalities with respect to the proposed Fire Communications System. He reported that presentations have been made to Merrickville/Wolford and Edwardsburg/Cardinal and that Brockville, Prescott, Gananoque, North Grenville and Rideau Lakes are still remaining. Staff are working with Glentel and Motorola to determine the best options moving forward with the new system. A meeting has been scheduled for Friday, May 8th with the City of Brockville to discuss replacement of the dispatch console which will support the new system for 20 to 25 years. The Committee members directed staff to purchase the replacement transmitters in accordance with the emergency purchasing criteria in the Counties Procurement Policy.

8.0.2.6 MIS Monthly Report for April 2010

Responding to an inquiry from Mr. Kinsella, Mr. Gooch advised that he will be getting the new computer on Monday.

Mr. Seale left the meeting at 10:35.
Mr. Huels left the meeting at 10:40.
Mr. Gooch left the meeting at 10:46.

Item 8.0.2.3 was received and filed.

8.0.3 Dorothy Theobald, Director of Human Services

8.0.3.1 Elevator Maintenance

Motion

Moved by Mr. Kinsella and seconded by Mr. Struthers

THAT the Governance and Finance Committee recommends:

- 1. THAT the United Counties of Leeds and Grenville enter into an agreement with ThyssenKrupp Elevator Ltd. for elevator maintenance at 150 Stone Street, Gananoque, 80 Water Street, Brockville and 275 Water Street, Prescott, at a total cost of \$10,368; and**
- 2. THAT the term of the agreement be June 1, 2010 to May 31, 2015; and**
- 3. THAT the necessary by-law be prepared. Carried.**

8.0.3.2 RFP #HSD-10-01 – Professional Services for Pre-Purchase Assessment/Potential Land Development

Mr. Thake asked why the lowest bid was not accepted. Mrs. Gill responded that when the tender was advertised it was stated that other criteria such as expertise and familiarity with municipal housing, in addition to price would be used in the scoring process.

Motion

Moved by Mr. Campbell and seconded by Mr. Holman

THAT the Governance and Finance Committee recommends:

- 1. THAT the United Counties of Leeds and Grenville award the Public Housing Regeneration RFP #HSD-10-01 Professional Services for Pre-Purchase/Potential Land Development to Eastern Engineering Group Inc. at a cost of \$10,800.00 before taxes. Carried.**

9.0 Sub-Committee, AdHoc Committee and Member Reports – No Reports

10.0 Unfinished Business

10.0.1 Updated Action List from March 4, 2010

The updated action list was received and filed.

11.0 Announcements

Mr. Kinsella advised the Mr. Malcolm Morris has been hired as the new CAO for Leeds and the Thousand Islands. He also stated that his Township has developed a new booklet for recruitment which includes advertising on internet and on a number of websites and not in the newspaper because of the expense.

Mr. Holman announced that the Site Plan for the Solar Panel for Rideau Lakes has just been received.

12.0 Notice of By-Laws / Notice of Motions

12.0.1 Notice of By-Law to Authorize the Execution of a Service Manager Contribution Agreement with VandenTilaart Construction Ltd.

12.0.2 Notice of By-Law to Authorize the Execution of a Service Manager Agreement with Rideau Lakes

12.0.3 Notice of By-Law to Authorize the Execution of an Agreement with the Eastern Ontario Wardens Caucus (EOWC)

12.0.4 Notice of By-Law to Authorize the Execution of a Maintenance Agreement with ThyssenKnapp Elevator Ltd.

12.0.5 Notice of By-Law to Adopt the Amended UCLG Emergency Plan

12.0.6 Notice of By-Law to Authorize the Execution of a Lease Agreement with Keith Lindsay Rentals.

13.0 Media Questions

There were no members of the media present.

14.0 Questions from the Public

There were no members of the public present.

15.0 Adjournment

Motion

**Moved by Mr. Holman and seconded by Mr. Thake
THAT the meeting of the Governance and Finance Committee adjourn at 11:45
a.m. Carried.**

Larry Dishaw, Chair