

THE REGIONAL MUNICIPALITY OF NIAGARA
CORPORATE AND FINANCIAL SERVICES COMMITTEE

REPORT 23-2004

Minutes of a meeting of the Corporate and Financial Services Committee held in Committee Room 4, Regional Municipal Building, Thorold, Ontario, on Wednesday, November 10, 2004, commencing at 10:00 a.m.

ATTENDANCE

Committee: Councillors Martin, Chair; Partington, Regional Chair; Burroughs; Eke; Goulbourne; Heit; Hildreth; Leavens; Saracino; Zimmerman.

Staff: Mr. Trojan, Chief Administrative Officer; Mr. Bacchus, Commissioner, Corporate Services; Mr. Lockyer, Treasurer/Director of Financial Management & Planning; Ms. Reilly, Legislative Assistant.

Staff
(Part-time): Mr. Bernard, Manager, Court Administration; Mr. Bousfield, Manager, Property & Facilities Management; Ms. Gilroy, Regional Clerk/Associate Director of Corporate Strategy; Ms. Heidebrecht, Director, Children's Services; Ms. Mammoliti, Administrative Assistant; Mr. Payne, Director, Waste Management ; Mr. Robson, Director of Corporate Strategy; Ms. Williams, Senior Financial Analyst.

Others: Wendy Southall, C.A.O., N.R.P.S.

CORPORATE SERVICES DEPARTMENT

248. Waste Management Financing Options
2005 Cost Apportionment

Mr. Payne, Director, Waste Management Services, provided a brief overview of the proposed methods for apportioning costs to the Area Municipalities within the 2005 Waste Management Services Budget. It is recommended that the Region move away from allocating costs on the basis of the municipal proportion of assessment, and to a system that reflects that system costs, for services such as diversion, are based on the number of users of the system in each municipality. The report also addresses the need to re-examine longer-term financing approaches.

A chart providing a comparison of Allocation Methods for Diversion Costs based on 2004 Approved Budget *not* 2005 Proposed Budget was distributed.

Moved by Councillor Burroughs
Seconded by Regional Chair Partington

That Report CSD 153-2004, November 10, 2004 (PWA 196-2004, November 9, 2004) respecting Waste Management Financing Options, 2005 Cost Apportionment, be received and referred to Council for decision.

Carried.

(Report CSD 153-2004/PWA 196-2004 is behind the Joint Reports Tab in the Blue Book.)

ADMINISTRATION

249. Shared Service Agreements –
The Regional Municipality of Niagara
And
Niagara Peninsula Conservation Authority
Niagara Economic and Tourism Corporation

Moved by Councillor Heit
Seconded by Councillor Leavens

That Report CAO 23-2004, November 9, 2004(November 10, 2004) respecting Shared Service Agreements – The Regional Municipality of Niagara and Niagara Peninsula Conservation Authority and Niagara Economic and Tourism Corporation, be received and referred to Council for decision.

Carried.

(Report CAO 23-2004 is behind the Joint Reports Tab in the Blue Book.)

250. Final Report on Niagara's Partnership with Environment Canada
-To assess Niagara's Overall Approach to Sustainability using
the Melbourne Principles

Mr. Trojan, C.A.O., together with Mr. Robson, Director of Corporate Strategy, advised that the final report on Niagara's Partnership with Environment Canada – To Assess Niagara's Overall Approach to Sustainability using the Melbourne Principles will be delivered to Environment Canada as part of Regional Niagara's commitment to that federal agency. This partnership was previously endorsed by Council. Niagara was chosen as one of three pilot communities in Canada to "road test" the Melbourne Principles for applicability and to identify areas for improvement in Niagara's community sustainability efforts. Potential benefits to the Region, in line with the Melbourne Principles, include greater access to resources to support projects and policies that enhance sustainability directions. Access to additional financial and informational resources can assist the Region in current and new initiatives

such as inter-municipal transit. Committee was advised that Council Business Plan objective 2.1 supports Goal #2 for a balanced, planned land use, to provide an integrated, sustainable "Smarter Niagara" approach to community development that includes both human and physical infrastructures required to maintain and continuously improve the quality of life for the Niagara Community.

Moved by Councillor Eke
Seconded by Councillor Hildreth

That Report CAO 24-2004, November 18, 2004, respecting Final Report on Niagara's Partnership with Environment Canada – To Assess Niagara's Overall approach to Sustainability using The Melbourne Principles, be received and referred to Council for decision.

Carried.

(Report CAO 24-2004 is behind the Joint Reports Tab in the Blue Book.)

251. Memo – 2005 Budget Review Process

A memorandum from Peter Partington, Regional Chairman and Mike Trojan, Chief Administrative Officer, was received by Committee. The memo outlined the 2005 Budget Review Process and the anticipated dates for review of more detailed versions of departmental budgets. The Budget Review Committee's December 2nd meeting has been established as a target date for submission of a comprehensive report with options, recommendations and risks for Council's consideration to affect reductions in preliminary estimates.

Moved by Councillor Eke
Seconded by Councillor Hildreth

That the memorandum from Regional Chair Peter Partington and Mike Trojan, C.A.O., regarding the 2005 Budget Review Process, be received.

Carried.

(Memo – 2005 Budget Review Process is behind the Joint Reports Tab in the Blue Book.)

252. 2005 Current Budget Overview
Administration Offices
Chair and Chief Administrative Officer

Mr. Trojan, provided an overview of the 2005 Current Budget for the Administration Offices which includes Office of the Regional Chair and Chief Administrative Officer.

The Office of the Regional Chair Budget is proposed at \$270,986 (gross) and \$270,986 (net). The major impacts on the budget relates to inflationary factors and CPI Adjustment in the amount of \$9,638 (3.5%).

The Office of the Chief Administrative Officer is proposed at \$524,665 (gross) and \$428,290 (net).

The major impacts on the budget were highlighted as follows:

- Budget for Council business Planning Sessions/CMT Strategic Planning - \$15,000 (3.5%)
- Other inflationary factors and salary/benefit adjustment - \$16,834 (3.9%)
- Executive Assistant to C.A.O. (as approved in CAO 16-2004) - to be funded from ICS review savings (total estimated cost of new position - \$76,375)
- Overall increase \$31,834 (7.4%)

Moved by Councillor Burroughs
Seconded by Councillor Goulbourne

That the 2005 Current Budget for the Administration Offices, (Regional Chair and C.A.O.), be received.

Carried.

CORPORATE SERVICES DEPARTMENT (continued)

253. 2005 Current Budget Corporate Services Department

Mr. Bacchus, Commissioner, Corporate Services, provided an overview of the proposed 2005 Current Budget for Corporate Services Department. The Organizational Chart was highlighted, noting the addition of the Office of Corporate Strategy (including Communication), Clerk's Office and P.O.A. Staff Complement was proposed at 107.7 from the approved 105.7. The Commissioner apprised Committee of the department's 2005 goals and objectives and their link with Council's Business Plan. Also presented, was a breakdown of functional responsibilities for Administration; Office of Corporate Strategy; Information Systems; Legal Services and Financial Management and Planning.

The 2005 Budget is proposed at a total of \$16,067,429 (gross) and \$11,372,546 (net), representing an increase of 3.66% over the approved 2004 net budget. A chart was provided detailing the 2005 Gross expenditures by Division. Mr. Bacchus also summarized the 2005 Adjustments to Base, noting total adjustments to Base as \$285,218.

The 2005 Challenges were highlighted as follows:

- Office of Corporate Strategy:
 - Changes to the base budget reflect full annualization of staffing changes in the communications area initiated in 2004 and corrections to account for under budgeted items
 - Reduction of Special Project revenue that was included in 2004 as a result of the Region's partnership with Environment Canada

- Information Systems:
 - Consulting Services costs for SSI Canada Inc., who will be assisting in the transition to bring support for the Smartstream system (GEAC) in-house
 - A program change in the amount of \$15,630 has been introduced for Standby Duty costs for IS staff who are now delivering expanded hours of service to customers

- Clerk's Office:
 - Staffing and related vehicle expenses for the addition of a new courier vehicle that was included in the 2005 Capital Budget
 - Addition of a Records analyst in our ongoing effort to mitigate the risks associated with our current non-compliance with the requirements of provincial legislation

- POA Court
 - Addition of two staff in the St. Catharines facility due to extremely high volumes of walk in traffic (approved by BRC October 21, 2004)

Mr. Bacchus apprised Committee of the Budget Review Committee meetings scheduled for November 18th and December 2nd noting that a more detailed review of the departmental budgets will take place at that time.

Moved by Councillor Burroughs
Seconded by Councillor Hildreth

That the 2005 Current Budget for the Corporate Services Department be received.

Carried.

254. Request for Additional Judicial Resources

Moved by Councillor Hildreth
Seconded by Councillor Burroughs

That Report CSD 150-2004, November 10, 2004, respecting Request for Additional Judicial Resources, be received for information; and

That the Attorney General of Ontario be requested to fast track the appointment of additional Justices of the Peace in the Central West judicial region of Ontario and in particular the Niagara area courts; and

That a copy of this report and Council's resolution be forwarded to local M.P.P.s in the Region of Niagara with a request that they support the resolution; and

That a copy of this report and Council's resolution be forwarded to the Associate Chief Justice/Coordinator of Justices of the Peace, Ontario Court of Justice, The Honourable Justice Donald Ebbs for information.

Carried.

255. Use of the Reserve for Improvement Initiatives

Moved by Councillor Heit
Seconded by Councillor Burroughs

That Report CSD 151-2004, November 10, 2004 respecting Use of the Reserve for Improvement Initiatives, be received for information.

Carried.

256. Municipality of Trent Hills Resolution:
Canadian Advocates for Tax Awareness Proposal

Moved by Regional Chair Partington
Seconded by Councillor Hildreth

That Report CSD 152-2004, November 10, 2004, respecting Municipality of Trent Hills Resolution: Canadian Advocates for Tax Awareness Proposal, be received and sent to the Minister of Finance for information; and

That the Minister be requested to review the assessment system process and the recommendations from "CAFTA"; and

That this report be forwarded to local M.P.P.s.

Carried.

(Refer to staff directions on page CFS 141.)

257. Initiation of Capital Project ZPO0413, FileNet

Moved by Councillor Burroughs
Seconded by Councillor Goulbourne

That Report CSD 154-2004, November 10, 2004, respecting Initiation of Capital Project ZPO0413, FileNet, be received.

That Project ZPO0413, FileNet be approved and initiated with a gross and net cost of \$235,000.

That financing for the project include and debenture (1-5 years) of \$235,000.

That the Regional Clerk be directed to ensure that the appropriate bylaw(s) are prepared for presentation to Regional Council.

Carried.

CORRESPONDENCE

258. Moved by Councillor Goulbourne
Seconded by Councillor Burroughs

That the following communications be received:

CFS 62-2004 Deb Morton, Executive Director, Regional Municipality of
Niagara Police Services Board (November 2, 2004)
respecting Niagara Police Services Board Divisional
Cellblock Security – 33 Division.

CFS 63-2004 Deb Morton, Executive Director, Regional Municipality of
Niagara Police Services Board (November 2, 2004)
respecting Enforcement – East Side Trail System between
Port Colborne & Welland RMON Communication C6340.

Carried.

OTHER BUSINESS

259. Common Services and Assessment Issues

Councillor Eke reiterated the need to hold a session to discuss how the Region will pay for common services and to discuss outstanding assessment issues.

Councillor Goulbourne commented that the issue of Governance also needs to be addressed, given the direction the Region is going with respect to assessment pooling, transit, shared services, etc. Councillor Goulbourne also apprised Committee of a seminar being presented by the Frank Cowan Company regarding “Municipal Insurance Pooling: The Insurers Perspective” today, November 10th. Mr. Bacchus advised that one of his staff will be attending the seminar.

CLOSED SESSION

260. Moved by Councillor Hildreth
Seconded by Regional Chair Partington

That this Committee do now meet in Closed Session for purposes of receiving information of a confidential nature relating to a property matter.

Carried.

261. Property for Children's Services Department

Ms. Heidebrecht, Director, Children's Services, together with Mr. Bousfield, Manager, Property & Facilities Management, provided an oral report on a property for the Children's Services Division.

Moved by Councillor Hildreth
Seconded by Councillor Eke

That the oral report by Ms. Heidebrecht, Director, Children's Services and Mr. Bousfield, Manager, Property & Facilities Manager, regarding a property for the Children's Services Division, be received and referred to Council for decision.

Carried.

262. Moved by Councillor Hildreth
Seconded by Councillor Eke

That this Committee do now rise with report.

Carried.

STAFF DIRECTIONS

That staff be directed to:

- (i) Schedule a meeting to discuss property tax and assessment issues.
(Refer to minute 256.)

ADJOURNMENT

Committee adjourned at 11:55 a.m. to meet on Wednesday, November 24, 2004, at 10:00 a.m. in Committee Room 4, Regional Headquarters.

Doug Martin
Chair

Gail Reilly
Legislative Assistant

Pam Gilroy
Regional Clerk
/Associate Director of Corporate Strategy