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THE REGIONAL MUNICIPALITY OF NIAGARA

CORPORATE SERVICES COMMITTEE

REPORT 5-2006

Minutes of a meeting of the Corporate Services Committee held in Committee Room 4, Regional Municipal Building, Thorold, Ontario, on Wednesday, April 5, 2006, commencing at 10:20 a.m.

ATTENDANCE

- Committee: Councillors Martin, Co-Chair; Collins, Co-Chair; Partington, Regional Chair; Angelone, Bentley, Burroughs, Casselman, Harry, Hildreth, Leavens, Mastroianni, Salci, Saracino
- Staff: Messrs. Trojan, Chief Administrative Officer; Bergsma, Commissioner, Corporate Services; Nicol, Commissioner, Human Resources; Ms. Gilroy, Regional Clerk; Ms. Staines, Legislative Assistant
- Others: Mr. Diakow, Director, Information Systems; Ms. Elliott, Director, Organizational Development & Compensation Services; Ms. Fontana, Director, Corporate Health Services & Employee Relations; Mr. Lockyer, Treasurer/Director Financial Management & Planning; Mr. Bendell, Financial Analyst, Development Charges; Mr. Bowles, Executive Assistant, Regional Chairman; Mr. Cousins, Director, Transportation Services; Ms. Garrett, Manager, General Accounting; Mr. Irwin, Manager, GIS Services; Ms. Lambe, Business Partner, Strategic Communications; Mr. McQueen, Director of Administration; Ms. Russell, Administration Assistant; Mr. Shah, Project Manager, Buildings; Ms. Smith, Administrative Assistant to Commissioner of Human Resources; Ms. Speranzini, Organizational Development Manager; Mr. Steele, Project Manager/Co-ordinator; Ms. Williams, Senior Financial Analyst

PRESENTATIONS

108. Canadian Award for Financial Reporting
CS 32-2006

The Canadian Award for Financial Reporting (CAnFR) Recognizing Excellence in Governmental Accounting and Financial Reporting, was presented by Regional Chair Partington to the following Corporate Services staff: Brenda Garrett, Manager, General Accounting; Debbie Williams, Senior Financial Analyst; Richard Bendell, Financial Analyst, Development Charges; and Karen Russell, Administration Assistant. The award was presented by the Government Finance Officers Association for Regional Niagara's annual financial report for the fiscal year ended December 31, 2004. The award recognizes excellence in governmental accounting and financial reporting and represents a significant accomplishment by a municipal government and its management.

Moved by Regional Chair Partington
Seconded by Councillor Harry

That Communication Item CS 32-2006, a letter from Stephen J. Gauthier, Director/Technical Services Centre, Government Finance Officers Association (January 18, 2006) respecting the Canadian Award for Financial Reporting, be received.

Carried.

109. Human Resources Department Proposed
Three Year Strategic Business Plan: 2006 – 2008
HR 09-2006

John Nicol, Commissioner of Human Resources, Debbie Elliott, Director, Organizational Development & Compensation Services, and Lora Fontana, Director, Corporate Health Services & Employee Relations, presented the Human Resources Department 3 Year Strategic Business Plan, 2006 – 2008. They highlighted the Vision, Mission and Values of their department, and identified their Goals, including:

- Develop broad-based strategic partnerships for community and organizational well-being;
- Strengthen service quality and deliverables to Regional and shared service partners in support of the public;
- Enhance stakeholder access, awareness and satisfaction with HR services;
- Enhance a healthy, productive and engaged Niagara workforce; and
- Human Resources Department to exemplify and demonstrate best practices and service excellence.

Moved by Councillor Bentley
Seconded by Councillor Hildreth

That Report HR 09-2006, April 5, 2006, respecting the Human Resources Department Three Year Strategic Business Plan: 2006 - 2008, be received for information.

Carried.

OPERATIONS (STATUS REPORTS)

110. Regional Chair and Councillor Remuneration
HR 11-2006

Moved by Councillor Casselman
Seconded by Councillor Harry

That Report HR 11-2006, April 5, 2006, respecting Regional Chair and Councillor Remuneration, be received for information; and

That effective December 1, 2006, the remuneration for the Regional Chair be adjusted annually based on the same compensation adjustment policy as Regional Councillors.

Carried.

(Refer to Staff Directions)

111. Proposed 2006 Traffic Signal Rehabilitation and
New Traffic Signal Installation Programs
CSD 52-2006 (PWA 61-2006)

Moved by Councillor Angelone
Seconded by Councillor Hildreth

That Report CSD 52-2006 (PWA 61-2006), April 5, 2006, respecting Proposed 2006 Traffic Signal Rehabilitation and New Traffic Signal Installation Programs, be received;

That financing in the amount of \$1,360,000 gross and \$200,000 net amounts be approved for Project ZRT0601 New Traffic Signal Program from the approved 2006 Roads Capital Program;

That approval be given to fund the project with financing consisting of \$200,000 Capital Levy, \$260,000 Subsidies (Gas Tax Revenue) and \$900,000 External Cost Sharing;

That approval be given to transfer Capital Levy financing of \$105,000 gross and net from project ZRT0601 New Traffic Signal Program to Project ZRT0602 Traffic Signal Rehabilitation Program;

That staff be authorized to proceed with the proposed 2006 Traffic Signal Rehabilitation Program and New Traffic Signal Installation Programs as outlined in this report; and

Further that Council authorize staff to continue with the standardization of Traffic Signal equipment, as per the "Design and Operation of Traffic Signal Standards and Specifications" manual, taking into consideration the Corporate Policy for "Sole Source or Direct Negotiation Purchases Procedure".

Carried.

(Please note that Report CSD 52-2006 (PWA 61-2006) can be found behind the JNT RPTS Blue Book Tab)

112. Year End Results and Final Report on Required Transfers for the Year Ended December 31, 2005 – Current Operations
CSD 53-2006

Moved by Councillor Hildreth
Seconded by Councillor Saracino

That Report CSD 53-2006, April 5, 2006, respecting the Year End Results and Final Report on Required Transfers for the Year Ended December 31, 2005 – Current Operations, be received; and that:

- \$1.4 million of the one time CRF surplus be transferred to the Tax Rate Stabilization reserve to fund the "prior year surplus" amount in the approved 2006 budget;
- \$2.9 million of the OMPF surplus be transferred to the Social Assistance Reserve Fund to bring the fund to the targeted level of \$5 million as per report COM 94/CSD 134/2000;
- the remainder of the CRF surplus and the Investment Income surplus be used to transfer \$1.455 million to the General Capital Levy reserve to fund the remaining unfunded portion of the Greater Niagara Circle Route Trails capital project,
- the Tax Account surplus be used to fund a) a \$5.0 million transfer to the Tax Write-off Stabilization reserve as a provision against potential future appeal related write-offs, b) a \$1.5 million transfer to the Capital Levy reserve to fund unanticipated capital spending requirements and/or substitute for debt to lower future debt servicing costs, c) a transfer of \$0.1 million to the Seniors Stabilization reserve as requested in COM 08-2006, d) a transfer of \$0.25 million to the Fuel Rate Stabilization reserve as recommended in CSD 13-2006, and e) a transfer of \$0.25 million to a new Year End Transfer

reserve to provide reserve funding for Transit Services for an equivalent amount in the approved 2006 budget,

- of the Corporate Services surplus, primarily due to gapping, \$0.2 million be transferred to a new Legal Reserve to address anticipated 2006 legal costs, and \$0.1 million be transferred to the Insurance Reserve Fund,
- of the Community Services surplus, \$0.55 million be transferred back to the Social Assistance reserve to replenish amounts withdrawn during 2005 and to provide funding for a withdrawal from the reserve fund as per the approved 2006 budget,
- of the Public Health surplus, \$50,000 be transferred to a Health Bus reserve to provide for its eventual replacement and \$41,000 be transferred to a new CBRN (Chemical/Biological/Radiological/Nuclear) reserve to provide contingency funding in the event of a CBRN emergency as per CSD 172-2005,
- miscellaneous transfers be made to the Year End Transfer reserve to accommodate one time funding requirements in 2006 re: a) an Economic Impact Study for the GTA/Mid Peninsula Corridor (\$1000,000), b) a portion of the Planning Review (\$30,000), and c) minor capital costs for the RECO (Regional Emergency Operations Centre (\$22,000), and concerning Boards and Agencies that ??
- a Niagara Regional Housing surplus of \$2.27 million be transferred as per a November 24, 2005 Board request to transfer any NRH surplus to the Capital Levy Reserve Fund for Owned Units, and
- the Niagara Regional Police 2005 surplus of \$2.95 million be used to transfer a) \$438,964 to the Police Sick Leave reserve, b) \$62,601 to a new Police Services Board Contingency reserve, c) \$1.124 million to the Year End Transfer reserve to fund one time Police initiatives in 2006, and e) the remainder of approximately \$1.324 million be transferred to the Police Contingency reserve, as per the request of the Police Services Board on February 23, 2006.

Carried.

113. Environmental Assessment and Preliminary Design for the Reconstruction of Regional Road 101 (Mountain Road / Portage Road), from Regional Road 70 (Taylor Road) to Regional Road 102 (Stanley Avenue) in the City of Niagara Falls Project ZRC0318

CSD 54-2006 (PWA 64-2006)

Moved by Councillor Angelone
Seconded by Councillor Bentley

That Report CSD 54-2006 (PWA 64-2006), April 5, 2006, respecting the Environmental Assessment and Preliminary Design for the Reconstruction of Regional Road 101 (Mountain Road / Portage Road), from Regional Road 70 (Taylor Road) to Regional Road 102 (Stanley Avenue) in the City of Niagara Falls Project ZRC0318, be received;

That Long Term Financing in the gross and net amount of \$118,664 be transferred from Project ZRC0134/RC0134 Rehabilitation of Structure 029205 on Webber Road over the Welland River to Project ZRC0318 Engineering for Future Reconstruction Projects;

That the consulting firm of Delcan Corporation be retained to provide the engineering services required to undertake the Municipal Class (EA) Environmental Assessment and Preliminary Design for the reconstruction of Regional Road 101 (Mountain Road / Portage Road) from Regional Road 70 (Taylor Road) to Regional Road 102 (Stanley Avenue) in the City of Niagara Falls;

That an engineering agreement with the consulting firm of Delcan Corporation be prepared for design fees of \$154,911 with the engineering fees being calculated on a time plus disbursements basis;

That the costs associated with this project be charged against Project ZRC0318/RC0318; and

That the Regional Clerk be directed to ensure that the appropriate by-laws are prepared for presentation to Regional Council.

Carried.

(Please note that Report CSD 54-2006 (PWA 64-2006) can be found behind the JNT RPTS Blue Book Tab)

114. Initiation of 2006 Niagara Peninsula Conservation Authority Capital Budget
CSD 56-2006

Moved by Councillor Angelone
Seconded by Councillor Mastroianni

That Report CSD 56-2006, April 5, 2006, respecting the Initiation of the 2006 Niagara Peninsula Conservation Authority Capital Budget, be received;

That financing of \$3,352,725 net be approved and initiated for the Niagara Peninsula Conservation Authority Levy Supported 2006 Capital Program;

That the financing for the levy supported projects include \$2,977,725 debenture financing (1-10 years) and N.P.C.A. Capital Reserve of \$375,000;

That financing of \$842,450 gross and net be approved and initiated from the Water Capital Reserve for project ZCW0407, Source Water Protection Program; and

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

Carried.

115. Adjustments to Approved Current Budget
Due to Tax Policy and Provincial Budget Announcements
CSD 59-2006

Mr. Lockyer noted that recent information received will move the net tax levy shown in the Executive Summary from 1.94% to 1.95%. The revised report will be provided to Councillors in the Blue Book April 7.

Moved by Councillor Casselman
Seconded by Councillor Hildreth

That Report CSD 59-2006, April 5, 2006, respecting Adjustments to Approved Current Budget, be received;

That the approved 2006 Current Budget be adjusted to reflect:

- A net expenditure reduction of \$1.5 million, representing the return to all tax payers of the amount originally budgeted for tax policy
- An additional net expenditure reduction of \$1,359,026 - \$626,000 = \$733,026, representing the recent changes to the Ontario Municipal Partnership Fund (OMPF) net of increased Social Assistance costs
- An additional net expenditure reduction of \$700,000 representing the additional EMS funding of \$1.25 million announced on March 31, 2006 by the province less the amount of enhanced funding already budgeted for 2006 of \$550,000; and

That the Regional Clerk be directed to ensure that the appropriate by-law is prepared for presentation to Regional Council.

Carried.

116. Ad Hoc Committee of Council on Property Assessment and Taxation Reform
March 15, 2006
PATR 2-2006

Moved by Councillor Harry
Seconded by Councillor Bentley

That the minutes of the Ad Hoc Committee of Council on Property Assessment and Taxation Reform meeting held March 15, 2006, be received and the recommendations contained therein be approved.

Carried.

INFORMATION

117. Update of Activities – Corporate Employee Recognition Team
HR 08-2006

Moved by Councillor Hildreth
Seconded by Councillor Bentley

That Report HR 08-2006, April 5, 2006, respecting the Update of Activities – Corporate Employee Recognition Team, be received for information.

Carried.

CLOSED SESSION

118. Moved by Councillor Harry
Seconded by Councillor Hildreth

That this Committee do now meet in Closed Session for purpose of receiving information of a confidential nature relating to property and personnel matters.

Carried.

119. HQ Office Building Accommodations - Update

Moved by Councillor Angelone
Seconded by Councillor Mastroianni

That the presentation by Bob Steele, Project Manager/Coordinator, regarding the HQ Office Building Accommodations – Update, be received.

Carried.

120. Information Systems Contract Positions –
GIS Services and YourNiagara GeoSmart
CSD 55-2006 (HR 10-2006)

Moved by Councillor Harry
Seconded by Councillor Burroughs

That Confidential Report CSD 55-2006 (HR 10-2006), April 5, 2006, respecting Information Systems Contract Positions – GIS Services and YourNiagara GeoSmart, be received and the recommendations contained therein be approved.

Carried.

121. Review of 3-6-9 'Retention Pay': Police & Fire Services Collective Bargaining

Moved by Regional Chair Partington
Seconded by Councillor Angelone

That discussion of the Review of 3-6-9 'Retention Pay': Police & Fire Services Collective Bargaining, be deferred until the next meeting of the Corporate Services Committee April 26, 2006.

Carried.

122. Moved by Councillor Harry
Seconded by Councillor Hildreth

That this Committee do now rise with report.

Carried.

STAFF DIRECTIONS

That staff be directed to:

- Prepare a report for submission in the Fall of 2006 concerning the compensation policy for boards, agencies and commissions.

ADJOURNMENT

Committee adjourned at 12:10 p.m. to meet again on Wednesday, April 26, 2006, at 10:00 a.m. in Committee Room 4, Regional Headquarters.

Doug Martin
Co-Chair

Michael Collins
Co-Chair

Pam Gilroy
Regional Clerk

Betty Staines
Legislative Assistant