

# THE REGIONAL MUNICIPALITY OF NIAGARA

## CORPORATE SERVICES COMMITTEE

### REPORT 15-2008

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Minutes of a meeting of the Corporate Services Committee held in Committee Room 4, Regional Municipal Building, Thorold, Ontario, on Wednesday, November 19, 2008, commencing at 9:00 a.m.

#### ATTENDANCE

Committee: Councillors Martin and Collins, Co-Chairs; Partington, Regional Chair; Augustyn; Badawey; Bentley; Burroughs; Bylsma; Casselman; D'Angela; Greenwood; Henderson; Heit; Puttick; Saracino.

Staff: Mr. Trojan, Chief Administrative Officer; Mr. Bergsma, Commissioner, Corporate Services; Ms. Gilroy, Regional Clerk; Ms. Reilly, Legislative Assistant.

Staff

Others: Corporate Services: Ms. Consigli, Manager, Client Health and Recruitment; Ms. Elliott, Acting Human Resources Lead; Mr. Irwin, Associate Director, IDM; Ms. Isajiw, Legal Counsel; Mr. Lockyer, Treasurer/Director, Financial Management & Planning; Mr. Miron, Manager, Workforce Planning; Mr. Moffat, Manager, Property Management; Mr. Pilon, Associate Director, Service Quality & Improvement; Mr. Roach, Manager, Public Works Financial Services.

Administration: Mr. Weaver, Manager, Special Initiatives.

Community Services: Mr. Ventresca, Director, Seniors Services.

Public Works: Mr. Janas, Associate Director, Water & Wastewater Services; Ms. Matthews-Malone, Director, Water & Wastewater Services.

#### PRESENTATIONS

##### 254. 2009 Corporate Budget

Mr. Bergsma, Commissioner, Corporate Services, presented an overview of the 2009 Corporate Budget. The Commissioner defined "Affordability" as "Living Within Niagara Taxpayers' Means". This would require that increases in rates and taxes be less than increases in householders' income. Capital Budget impacts would need to be consistent with Current Budget guidelines.

A chart was provided detailing employment growth for the period 2003 to 2008 for Waterloo Region, Oshawa, London, Toronto, Windsor, Hamilton and St. Catharines-Niagara. Statistics indicate Waterloo Region had the highest percentage employment growth at 13.6% and St. Catharines-Niagara the lowest at 3.5%. The average percentage change for this period is 8.3%.

BMA statistics presented for these areas, as well as Ottawa-Gatineau, indicate St. Catharines-Niagara had lower average incomes and a higher share of seniors which contribute to Niagara's lower than average household incomes.

Information was provided on the net average income; property taxes and rate programs; consumption taxes and income and employment taxes for a typical taxpayer household for the years 2004 to 2008 which indicates an average of approximately 6% of those monies go to taxes.

Charts were provided depicting Excess of Regional Annual Increase over Taxpayer Income Growth and Real Assessment Growth for 2007, 2008 and 2009. In 2009, the five year average Region increase is 4.6% with real assessment growth and taxpayer income growth 3.4%. This would leave an affordability gap of 1.2%. The budget target of 3.4% attributes to a levy increase of \$9.3 million; rate supported increase of \$4.3 million, for a total increase of \$13.6 million.

Capital Budget goals were described as developing an affordable 10 year Capital Plan while maintaining credit rating and controlling debt within Policy for Annual Repayment Limit (ARL).

"Capital Cash Demand" over 10 years was shown as approximately \$1.6 billion, based on plans for all departments, Agencies Boards and Commissions and roads, water and wastewater needs. Approximately half of the Region's 10 year capital spending requests are for sewer and water infrastructure, with another \$416 million requested for roads. Also included in the \$1.6 billion of requests is a proposed \$100 million Police Accommodations Plan.

A demand of \$1.6 billion was presented for Capital Programs over the next 10 years. The best estimate for Capital Affordability over this period is \$1.3 billion with an affordability gap of \$300 million.

In conclusion, Mr. Bergsma provided the following comments:

- Can't do everything
- Prioritization/allocation necessary
- Levers to be managed (DCS/Transfers)
- Relieve annual 1%<sup>↑</sup> from levy
- Affordable 10 Year Capital Plan
- Maintain Credit Rating
- Control Debt within Policy for Annual Repayment Limit (ARL)

255. 2009 Corporate Services Budget

Mr. Pilon, Associate Director, Service Quality & Improvement, provided an overview of the proposed 2009 Corporate Services Budget highlighting the department's goals and strategies. The Corporate Services Budget reflects the functional responsibilities of the various divisions within the department: Administration; Human Resources Strategy; Employee Service Centre; IT Solutions; Financial Management & Planning; and Legal Services. It was noted that the Human Resource Strategy and Employee Service Centre are new to the department following the recent organizational restructuring. Mr. Pilon outlined the Corporate Services 2009 Objectives. An organizational chart and 2009 FTE Overview was presented indicating that there are 184.48 2009 FTEs representing a decrease of 1.1 over the 2008 185.58 FTEs. The presenter briefly described the Corporate Services 2009 challenges and quality indicators.

The proposed 2009 Corporate Services Budget totals gross expenditures of \$18,106,000 and net expenditures of \$16,842,000 representing a net change over the 2008 approved budget of (\$220,000) or (1.28)%.

256. The Corporate Services 2009 Capital Budget

*Capital Budget – Technology*

The focus of the Technology capital program is to replace equipment that has reached the end of its useful lifespan.

In 2009 staff:

- Will implement a Disaster Recovery site for maintaining or restoring access to critical systems in the event of a major disruption to IT processing capabilities.

The 2009 capital program for Technology amounts to \$4,178,000 which includes:

- EIS related initiatives
- Replacement of end-of-life infrastructure
- Several smaller projects to improve productivity and functionality

*Capital Budget – Buildings & Equipment*

The focus of the Buildings and Equipment capital program is to replace equipment that has reached the end of its useful lifespan and to address regulatory issues relating to barrier free access, business continuity planning, energy efficiency, etc.

In 2009 staff:

- Continue to improve the facilities serviced in areas such as overall functionality/efficiency, security, etc.
- Complete projects that will restore the assets to an original state

The 2009 capital program for Buildings and Equipment amounts to \$4,779,000, which includes:

- Barrier free and accessibility improvements
- On-going renovations to various Regional buildings
- Renovations to Council Chambers to improve communications with constituents
- Updates to Print Shop Equipment
- Purchase of a building for SAEO

Moved by Councillor D'Angela

Seconded by Councillor Henderson

That the 2009 Corporate Services Budget be received and referred for consideration to the Budget Review Committee of the Whole.

Carried.

(Refer to Councillor Information Requests.)

257. 2009 Administration Budget

Mr. Trojan, C.A.O. provided an overview of the Corporate Administration Budget noting that the major goals of the department is to; oversee the implementation of Council's Business Plan; foster economic prosperity through community engagement & partnerships; provide organizational leadership and vision; and promote continuous improvement. The Corporate Administration Budget includes the Office of the Regional Chairman; Regional Councillors; Office of the C.A.O. and reflects organizational changes approved earlier this year.

The proposed 2009 Budget totals net expenditures of \$2,191,000 representing a net increase over 2008 of \$210,000. This is attributable to salaries/benefits and inflationary increases (\$128,000) and proposed program changes (\$82,000).

Mr. Trojan highlighted the program change which is the expansion of support to the "One Voice" agenda. The objectives are to maintain year round focus on Niagara issues; maximize provincial/federal investment in Niagara; extend the reach of Niagara Week events and to leverage other sources of revenue to bolster the local economy.

Mr. Trojan highlighted the major elements of the 2009 work plan, its challenges and mitigation efforts, and the ongoing work of the department.

Moved by Councillor Badawey  
Seconded by Councillor Burroughs

That the 2009 Corporate Administration Budget be received and referred for consideration to the Budget Review Committee of the Whole.

Carried.

### **ITEMS FOR CONSIDERATION**

258. Retail Business Holidays Act (RBHA)  
Response to Additional Questions

Moved by Councillor Saracino  
Seconded by Councillor Augustyn

That Reports CSD 143-2008, CSD 119-2008, CSD 120-2008, CSD 121-2008 and Communications CSC 60-2008 and CSC 61-2008, respecting Retail Business Holidays Act (RBHA), be referred for consideration at the Regional Council meeting of November 27, 2008.

Carried.

259. Proposed Exchange of Property Rights  
With the City of Niagara Falls  
For the Reconstruction of Kalar Road and  
Thorold to Niagara Falls Watermain Interconnect  
**CSD 151-2008 (PWA 120-2008)**

Moved by Councillor Burroughs  
Seconded by Councillor Bentley

That Report CSD 151-2008 (PWA 120-2008), November 19, 2008, respecting Proposed Exchange of Property Rights with the City of Niagara Falls for the Reconstruction of Kalar Road and Thorold to Niagara Falls Watermain Interconnect, be received.

That a 3.0 metre wide strip of land across the frontage of The Meadows of Dorchester long term care facility, described as Part 1 on plan 59R-13802, be declared surplus to the Region's needs.

That upon declaring Part 1 on Plan 59R-13802 surplus, the lands be transferred to the City of Niagara Falls for the widening and improving of Kalar Road.

That the Region accept the transfer of a 6.0 metre wide permanent easement together with a temporary construction easement of irregular width, described respectively as Part 2 on Plan 59R-13656 and Parts 1 and 3 on Plan 59R-13656, from the City of Niagara Falls for the construction, operation and maintenance of a 500mm trunk watermain associated with the Thorold to Niagara Falls Watermain Interconnect project.

That the Region pay to the City of Niagara Falls \$17,570.00 as net compensation for the exchange of property rights.

That the Regional Chair and Regional Clerk be authorized to execute the necessary documents on behalf of The Regional Municipality of Niagara.

Carried.

*(Please note that Report CSD 151-2008 (PWA 120-2008) can be found behind the JNT RPTS Blue Book Tab)*

260. Recruitment and Educational Incentives for Registered Nursing Staffing in Seniors Services  
**CSD 152-2008 (COM 59-2008)**

Moved by Councillor Burroughs  
Seconded by Councillor Casselman

That Report CSD 152-2008, November 19, 2008 (COM 59-2008, November 18, 2008), respecting Recruitment and Educational Incentives for Registered Nursing Staffing in Seniors Services, be received for information; and

That staff:

- a) Introduce for a trial period of one year, an employee referral award program to complement the recruitment efforts for Registered Nurses (RNs) and Registered Practical Nurses (RPNs) in Seniors Services; and
- b) Explore educational incentives to develop existing nursing staff to RN and RPN status accompanied by subsequent time-defined work commitments.

Carried.

*(Please note that Report CSD 152-2008 (COM 59-2008) can be found behind the JNT RPTS Blue Book Tab)*

261. Extension of Niagara's Biosolids Management Agreement  
**CSD 154-2008 (PWA 117-2008)**

Moved by Councillor Augustyn  
Seconded by Councillor Bentley

That Report CSD 154-2008 (PWA 117-2008, November 19, 2008, respecting Extension of Niagara's Biosolids Management Agreement be referred to the Director of Water & Wastewater Services Division, for further negotiations with the Provider.

Carried.

262. Award of Tender 2008-T-120 (RN 08-20)  
Niagara Falls and Thorold Trunk Watermain Interconnect  
Cities of Niagara Falls and Thorold  
Project ZCW0405/CW0523  

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**CSD 155-2008 (PWA 122-2008)**

Moved by Councillor D'Angela  
Seconded by Councillor Collins

That Report CSD 155-2008, November 19, 2008 (PWA 122-2008) respecting Award of Tender 2008-T-120 (RN 08-20) Niagara Falls and Thorold Trunk Watermain Interconnect Cities of Niagara Falls and Thorold Project ZCW0405/CW0523, be received.

That Tender 2008-T-120 (RN-08-20), Niagara Falls and Thorold Trunk Watermain Interconnect in the Cities of Niagara Falls and Thorold be awarded to Peters Excavating Inc. at their bid price of \$11,032,301, subject to the confirmation of cost-sharing by the City of Thorold, Ministry of Environment approval for works, and acquisition of a required easement.

That a contingency amount of \$1,100,000 be provided for this project.

That approval be given to increase the gross budget by \$2,135,648, zero net, to reflect the cost sharing with the City of Thorold.

That Hatch Mott MacDonald (HMM) be approved for additional engineering services for additional scope in the amount of \$82,080 and as a Contract Administrator for this contract in the amount of \$699,159 for total engineering fees of \$781,239.

That the Regional Clerk be directed to ensure that the appropriate by-laws are prepared for submission to Regional Council authorizing the Regional Chair and Regional Clerk to execute the contract on behalf of the Regional Municipality of Niagara.

That the cost associated with this project be charged against Project ZCW0405/CW0523.

Carried.

*(Please note that Report CSD 155-2008 (PWA 122-2008) can be found behind the JNT RPTS Blue Book Tab)*

263. Tile Drainage Loan

Moved by Councillor Bylsma  
Seconded by Councillor Burroughs

WHEREAS By-law No. 5988-90 authorizes The Regional Municipality of Niagara to borrow an amount not exceeding \$4,657,000 and to issue debentures therefore, payable to the Treasurer of Ontario pursuant to The Tile Drainage Act, 1971, upon application of an area municipality from time to time.

BE IT RESOLVED THEREFORE THAT a special annual rate over and above all other rates, sufficient for the payment of the principal and interest of the amount of the debenture in Schedule A be levied to the Town of Lincoln.

<u>Area Municipality</u>	<u>Amount</u>
Town of Lincoln	\$30,400.00
TOTAL SUM TO BE LOANED	\$30,400.00

Carried.

**ITEMS FOR INFORMATION**

264. Forecast and Year-End Results and Budget to Actual Comparison for the Month Ended September 30, 2008  
**CSD 150-2008**

Moved by Councillor Burroughs  
Seconded by Councillor Bentley

That Report CSD 150-2008, November 19, 2008, respecting Forecast and Year-end Results and Budget to Actual Comparison for the Month Ended September 30, 2008, be received for information.

Carried.

**CORRESPONDENCE**

265. Moved by Councillor  
Seconded by Councillor

That the following communications be received:

CSC 58-2008      Regional Chair Peter Partington (October 16, 2008) to Karen Murray, Chair, Niagara Regional Housing, regarding authority for the disposition of all financial surpluses including those accrued by agencies, boards and commissions.

CSC 59-2008 Information requested at the Corporate Services Committee meeting of October 8, 2008 regarding expenses related to trips to outside Canada.

Carried.

### **MINUTES**

266. 2-2008 (PATR)

Moved by Councillor Augustyn  
Seconded by Councillor D'Angela

That Report 2-2008 being the minutes of the Ad Hoc Committee of Council on Property Assessment and Taxation Reform meeting of Wednesday, October 29, 2008, be received.

Carried.

### **COUNCILLOR INFORMATION REQUESTS**

That staff:

- i) Amend slide 9 of the Corporate Services Budget to reflect 2008 gross and net expenditures. (Committee members) Refer to minute item 254.
- ii) Investigate whether there is any Provincial funding for proposed SAEO Building. (Bentley) Refer to minute item 254.
- iii) Form a sub-group of the Corporate Services Committee to review capital projects. (What project can move forward/postpone,etc.) (Councillors Burroughs and Martin volunteered – other Councillors if interested, together with Mr. Bergsma and Mr. Brothers) (Burroughs) Refer to minute item 254.

### **ADJOURNMENT**

Committee adjourned at 11:10 a.m. to meet again on Wednesday, December 10, 2008, at 9:00 a.m. in Committee Room 4, Regional Headquarters.

Doug Martin  
Co-Chair

Gail Reilly  
Legislative Assistant

Michael Collins  
Co-Chair

Pam Gilroy  
Regional Clerk