

MINUTES
ADMINISTRATION & FINANCE COMMITTEE OF THE WHOLE
MUNICIPAL OFFICE – SPENCERVILLE
MONDAY, APRIL 6, 2015
6:30 P.M.

PRESENT:

Mayor Patrick Sayeau
Deputy Mayor Peggy Taylor
Councillor Barrett
Councillor Morrell
Councillor Smail

REGRETS:

Jack Bradley – Non-voting Advisory Member
Dave Robertson – Non-voting Advisory Member

STAFF:

Debra McKinstry, CAO/Clerk
Richard Bennett, Treasurer
Dave Grant, Director of Operations

1. Mayor Sayeau called the meeting to order at 6:30 p.m.
2. Approval of Agenda

Councillor Smail requested the addition of item 6d) South Nation Tree Planting Program at Johnstown Community Centre.

Moved by M. Barrett and seconded by K. Smail that the agenda be approved as amended. Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof

Councillor Smail advised that she was involved with several of the groups that had made application for funding under the community grants and donations program that would be discussed at item 6a) of the agenda.

Councillor Morrell advised that he was involved with the South Grenville Bluegrass Festival which had made application under that program as well, and further advised that there was no personal pecuniary interest.

4. Business Arising (if any)

Confirmation was sought and received that item 6b) on the current agenda was the same item as 6b) in the March 2 meeting.

5. Delegations and Presentations

a) Bill Johnson – Port Governance

Mr. Johnson was present to discuss governance models for the Port of Johnstown. He described his background and experience with respect to the issue and described three possible models for governance at the Port of Johnstown: status quo (committee of council), fully incorporated, and local board of management.

Mr. Johnson described the pros and cons of each. He expressed his opinion that it would be premature to move directly to a fully incorporated model and identified several issues that would need to be satisfied before incorporation.

Mr. Johnson suggested that establishing a local board of management would create a quasi-independent governance model and allow recruitment of outside experts to sit on the board. He noted that the work to be done to establish a board of management can later be used towards establishing a fully incorporated body if desired. He said that, in his opinion, a prudent way to proceed would be to establish a board of management and work with that model for four or five years before making any decision to move to a corporate model. He provided a step-by-step process to establish a Local Board.

Committee asked questions with respect to:

- governance at other Ports in Ontario
- income and realty taxation matters
- advantages to a local board as opposed to the current model
- the requirement for a local board to continue to follow the Municipal Act
- risk management and insurance
- flow of funding from Port to Township
- titles and functions of various officers of a local board.

Mayor Sayeau thanked Mr. Johnson for his input. He noted that Council will need to assimilate the information and discuss it further before making any decision or providing direction.

6. Discussion Items

a) Community Grants and Donations

Committee reviewed the applications that had been received for the Community Grant and Donation program in detail.

Committee discussed the interest expressed by Councillors Smail and Morrell at Item 3 on the agenda and agreed that the pecuniary interest was not personal

and that they would be permitted to remain at the table and participate in discussion if they wished.

The following was consensus of Committee:

Cardinal Festival Committee	\$ 1,000.00	+ in-kind
South Grenville Bluegrass Festival	500.00	+ in-kind
"Art of the Ages" Car Show/Festival	150.00	+ in-kind
Chilibration (Cardinal Youth Centre)	200.00	+ in-kind
Galop Gallery	250.00	+ in-kind
Edwardsburgh/Cardinal Business Association	200.00	+ in-kind
Spencerville Business & Community Connections	500.00	+ in-kind
Save Ontario Shipwrecks	250.00	+ in-kind
Grenville County Historical Society	300.00	
Spencerville Mill Foundation	1,500.00	+ in-kind
Spencerville Minor Ball Association	300.00	
Connect Youth	1,000.00	
2 nd Spencerville Scout Group	500.00	+ in-kind
Spencerville Figure Skating Club	1,000.00	+ in-kind
Cardinal Youth Centre	1,200.00	+ in-kind
1 st Cardinal Beavers	250.00	
South Grenville Food Bank (Food For All)	1,500.00	+ in-kind
Cardinal Community Garden	200.00	+ in-kind
Royal Canadian Legion Branch 105, Cardinal	500.00	
South Edwardsburgh Recreation Association	200.00	+ in-kind
Total Grants & Donations	\$ 11,500.00	

A Country Christmas Remembered	in-kind
English Country Dancing	in-kind
Cardinal Outdoor Rink	in-kind
Grenville Militia	in-kind
Grenville Community Children's Choir	in-kind
Grenville Dairy Producers	in-kind
Grenville Federation of Agriculture	in-kind

A late request has been received for in-kind use of the Johnstown Community Centre by the YM-YWCA for a senior's program. The requester will be advised to submit a formal request using the established form.

b) Expense By-law Review

Committee received information on expense reimbursement policies from other municipalities. It was agreed that the preferred method of determining Council attendance at conferences was through appropriate budgeting.

Moved by P. Taylor and seconded by K. Smail that the Expense Reimbursement Policy by-law proceed to third reading at the next regular Council meeting with the removal of any reference to the number of conferences Council members may attend. Carried.

c) Hiring Policy Review

Committee discussed the Municipal Act's requirement that Council appoint statutory officers such as Clerk, Treasurer and Chief Building Official, and the conflict that may arise if hiring of those officers is delegated to the CAO.

Committee also discussed the nepotism provisions of the policy. There was discussion with respect to whether all members of Council should be fully involved in the hiring process or if it should be delegated to one or two representatives to participate in the interview team.

Committee discussed the idea of including termination policies in the bylaw. It was noted that the Employment Standards Act and labour case law would supersede such policies.

Direction was given to make the following amendments to the policy and bylaw before bringing it forward to Council.

- By-law to include reference to Sections of the Municipal Act that deal with appointment of statutory officers
- Hiring Procedure of the Policy to include provision for the Mayor to act in hiring the CAO or Port GM and provision for hiring an independent consultant to act in this process.
- Hiring Decisions of the Policy to include the provision for one or two members of Council to participate in the hiring process/interview team of senior management positions, and for Council to have the final decision in such hiring based on the recommendation of the hiring team.

d) SNC Tree Planting Program at Johnstown Community Centre

Councillor Smail advised that she had received information that the area proposed for tree planting was used as a soccer field. Committee agreed that Recreation Advisory Committee would review the proposed space and that the Facilities Manager would be consulted upon his return from vacation before taking any further action on the project.

7. Action/Information Items

a) Personnel Policy By-law

Committee reviewed the report provided by the CAO and the Port GM. The following items were discussed:

- Clothing allowance
- Cost of living allowance and the calculation thereof
- Employment contracts
- Separation of Port and Township policies
- Union contract negotiations.

Moved by M. Barrett and seconded by K. Smail that Committee continue meeting beyond the curfew of 10:00 p.m. Carried

Committee reviewed the recommendations contained in the staff report.

Moved by M. Barrett and seconded by K. Smail that Committee recommend that Council consider the following amendments to By-law 2013-57:

1. Schedule "A", Section 12: Remove the following from the second and fifth paragraphs:
"Plus any other day declared or proclaimed as a holiday by the Federal, Provincial or Municipal Government."
2. Schedule "A", Section 12: Correct the third paragraph as follows:
"New employees hired after July 1 will be eligible for one (1) floating day in their first calendar year of employment."
3. Schedule "A", Section 23: Replace the third paragraph in its entirety as follows:
"Salary Levels 1 through 5 on Schedule B – after 40 hours per week, one and a half times the regularly hourly rate in time in lieu or paid at management's discretion. Where regular working hours are 35 hours per week, time in lieu will be earned at straight time up to 40 hours."
4. Schedule "B", Individual Pay: Replace the second paragraph in its entirety as follows:
"Annually, the Township adjusts salary grids to reflect cost of living, based on the OMERS pension annual inflation increase. The Cost of Living Adjustment (COLA) will be effective January 1st of each calendar year. Approval from Council will be by resolution and shall not require an amendment to this bylaw."

Carried

b) LED Streetlight Project Financing

Committee reviewed financing options for the streetlight replacement project prepared by the Treasurer. Clarification was sought and received on the process for internal financing as well as financing through Infrastructure Ontario. Staff noted that more lights had actually been installed than were originally projected but that grant funding received was also greater than anticipated. The costs of

financing the project will be recovered in reduced electricity and maintenance costs for the new lights.

Moved by G. Morrell and seconded by M. Barrett that Committee recommend that Council authorize the final net costs of the LED streetlight project be financed internally with an interest rate of 2% over a five year period.

Carried

c) Integrity Commissioner Appointment

Committee discussed the information provided by staff on various methods of selecting an integrity commissioner.

Staff was directed to obtain the names and bios of three or four people who are currently acting as integrity commissioners and bring the item back for further discussion.

d) Animal Control By-law

Committee received the staff report on the ongoing review of the By-law and agreed that it should come back to Committee for further review at the May Committee meeting.

8. Council Inquiries/Notices of Motion

Councillor Morrell noted that discussions of the Personnel Policy had touched on Union negotiations and clarified that negotiations were performed by staff and council representatives based on a game plan devised by all of Council and that constant updates had been received throughout the process.

9. Mayor's Report

Mayor Sayeau noted that the Lincoln Alexander Award for youth was open for nominations and also that the Spencerville Stampede was looking for support from the public.

10. Question Period


There was a question with respect to the upcoming Johnstown Drainage Plan meeting.

11. Closed Session – None

12. Adjournment

Moved by K. Smail and seconded by M. Barrett that Committee adjourns at
10:33 p.m. Carried

These minutes were approved in open Council on the 27th day of April, 2015.



Mayor



CAO/Clerk