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THE REGIONAL MUNICIPALITY OF NIAGARA
CORPORATE AND FINANCIAL SERVICES COMMITTEE

REPORT 4-2004

Minutes of a meeting of the Corporate and Financial Services Committee held in Committee Room 4, Regional Municipal Building, Thorold, Ontario, on Wednesday, January 28, 2004, commencing at 10:10 a.m.

ATTENDANCE

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

Staff: Mr. Trojan, Chief Administrative Officer; Mr. Bacchus, Commissioner of Corporate Services; Ms. Hepplewhite, Records Manager/Deputy Clerk; Mr. Lockyer, Treasurer; Ms. Reilly, Legislative Assistant.

Staff
(Part-time): Mr. Bernard, Manager, Courts Administration/Deputy Clerk; Ms. Chamberlain, Fixed Assets Analyst; Mr. Diakow, Director, Corporate Information Systems; Ms. Gilroy, Acting Regional Clerk; Mr. J. Murphy, Manager, Policy & Development; Ms. M. Murphy, Manager, Budgets & Reporting; Mr. Roach, Manager, Financial Services, P.W.; Mr. Robson, Director, Corporate Strategy; Ms. Williams, Senior Financial Analyst.

DEPARTMENTAL BUDGET PRESENTATIONS

16. Corporate Services Department

Mr. Bacchus, Commissioner, Corporate Services, provided an overview of the Corporate Services Department 2004 Current Budget, highlighting the functional responsibilities for Administration; Information Systems; Legal Services and Financial Management & Planning and providing a financial analysis for each area. Mr. Bacchus outlined the department's 2004 goals and objectives and how they are linked with Council's Business Plan. The 2004 Current Budget is proposed at a net expenditure of \$893,064.00 which represents a 10.34% increase over 2003. The Commissioner outlined the 2004 Adjustments to Base for non-controllable and controllable expenditures, recoveries and revenues for a total of \$832,660.

The Non-Operational Expenditures (Expenditures benefiting the corporation as a whole) were proposed for 2004 at a total of \$7,206,726, representing an increase of \$841,916 over the 2003 budget. Mr. Bacchus provided a chart identifying the expenditures for each service area.

The challenges for 2004 were highlighted as follows:

- Implementation of New Payroll System
- Implementation of Electronic Service Delivery
- Implementation of Multi-Year Budgets
- Controlling Risk Management Costs

2004 Capital Budget

Mr. Bacchus presented the Capital Budget Forecast for 2004 to 2009. The components of the budget consisted of: EIS (HR/Payroll System); PC's, Printers, Software; New Initiatives; Resident Care Plans; Connect Niagara and Communications Unit Backup. The 2004 Capital Budget is forecast at \$4,915,000.

Committee expressed their concerns to the overall budget increase, suggesting the following:

- A review of the HR/Payroll System/New Initiatives/ Program Changes
- A report from staff recommending reductions and what the impacts would be (for all departmental budgets)
- An opportunity for Standing Committees to be informed of Budget Review Committee reductions to departmental budgets

Moved by Councillor Zimmerman
Seconded by Councillor Burroughs

That the Corporate Services Department 2004 Budget be received and referred, with the issues raised, to the Budget Review Committee for consideration with the 2004 Consolidated Budget.

Carried.

17. Administration

Mr. Trojan, C.A.O., advised that the Administration Budget consists of the Office of the Regional Clerk, Members of Regional Council and the C.A.O.'s Office which includes the Office of Corporate Strategy, Ontario Municipal Benchmarking Project and Smart Growth. He commented that the budget is based on the needs of these respective areas to meet legislative requirements and to maintain service levels. The budget represents an increase of approximately 10%. The C.A.O. commented that there will be

recommendations for adjustments to the budget, noting a couple of vacancies and other opportunities.

Ms. Gilroy, Acting Regional Clerk, highlighted the Office of the Regional Clerk which consists of Corporate Records, Accessibility Advisory Committee, Council Secretariat and Provincial Offences Act Court Administration. The Provincial Offences Act Court Administration budget will be presented separately by Mr. Bernard. Ms. Gilroy commented that the main drivers behind the increase in the budget relate to salary increases, the additional Councillor and the increase in OMERS. Other impacts include program changes for records management (3 records analysts); additional Web Site costs and loss of revenues and reserve transfers.

Mr. Bernard, Manager, Courts Administration/Deputy Clerk, provided an overview of the Provincial Offences Court Administration Budget which represents a gross expenditure of \$5,006,833 which includes \$580,894 in goods and services purchased from Regional Departments. Mr. Bernard advised that \$1,055,046 net income is generated for area municipalities with an equal amount for the Region. Program changes total \$47,000 for court security enhancements (\$35,000) and on-line internet payment fees (\$12,000).

Mr. Robson advised that the Office of Corporate Strategy had one additional staff position transferred from Community Services to Administration as part of implementing Council's direction on the Communications model. This employee went from full to part-time status, resulting in net savings to the Corporation of approximately \$20,000. The other component of this budget is Opportunities Niagara.

The proposed 2004 net expenditures for the Administration Budget totals \$312,769.00, representing a 9.54% increase over the 2003 budget.

Moved by Councillor Burroughs
Seconded by Councillor Leavens

That the Administration 2004 Current Budget be received and referred to the Budget Review Committee for consideration with the 2004 Consolidated Budget.

Carried.

CAPITAL BUDGET

18. 2004 Capital Program – Final Report

Moved by Councillor Eke
Seconded by Councillor Burroughs

That Report CSD 153-2003, October 29, 2003, respecting 2004 Capital Program – Final Report, be referred to the Budget Review Committee.

Carried.

CORPORATE SERVICES DEPARTMENT

19. Appointments to Audit Committee

Moved by Councillor Goulbourne
Seconded by Councillor Burroughs

That Report CSD 12-2004, January 28, 2004, respecting Appointments to Audit Committee, be received.

That an Audit Committee be established for the term of this Council (2004-2006).

That the Corporate and Financial Services Committee appoint two additional Councillors from its membership to serve on the Audit Committee (along with the Regional Chair, Chair and Vice-Chair of the Corporate and Financial Services committee); and

That the Terms of Reference for the Audit Committee as noted in the attached Appendix be confirmed.

Carried.

(Appointments to the Audit Committee will be made at the next Corporate & Financial Services Committee meeting.)

20. Summary of Quotations, Tenders and Authorizations, Fourth Quarter 2003

Moved by Councillor Eke
Seconded by Councillor Burroughs

That Report CSD 11-2004, January 28, 2004, respecting Summary of Quotations, Tenders and Authorizations Fourth Quarter 2003, be received for information.

Carried.

21. Capital Projects
December Variance Analysis Report

Moved by Councillor Eke
Seconded by Councillor Burroughs

That Report CSD 13-2004, January 28, 2004, respecting Capital Projects December Variance Analysis Report, be received for information.

Carried.

22. Financing of Expropriation
Roberts Street Gateway Project
City of Niagara Falls

Moved by Councillor Eke
Seconded by Councillor Burroughs

That Report CSD 15-2004, January 28, 2004 (PWA 14-2004, January 27, 2004), respecting Financing of Expropriation Roberts Street Gateway Project City of Niagara Falls, be received.

That the gross budget for project ZRC0022/RC0026, Property Purchase – Roberts St. Gateway Project be increased for the Provincial Superbuild contribution of \$1.46 million.

Carried.

23. Tender Award for Contract RN 03-31
Rehabilitation of Regional Road 3 (Garrison Road)
Phase 2 – Thompson Road
From Garrison Road to QEW in the Town of Fort Erie
Project ID ZRC0426

Moved by Councillor Eke
Seconded by Councillor Burroughs

That Report CSD 16-2004, January 28, 2004 (PWA 13-2004, January 27, 2004), respecting the Tender Award for Contract RN 03-31, Rehabilitation of Regional Road 3 (Garrison Road) Phase 2 – Thompson Road from Garrison Road to QEW in the Town of Fort Erie, be received.

That approval be given to initiate financing in the amount of \$1,355,000.00 gross and net from the proposed 2004 Roads Capital Budget for Project ZRC0426, Improvements on Regional Road 122 (Thompson Road) QEW to Garrison Road;

That debenture financing (not exceeding 10 years) in the amount of \$855,000.00 be approved for Project ZRC0426/RC0426;

That Development Charge Reserve financing of \$500,000.00 be approved for Project ZRC0426/RC0426;

That the gross budget be increased by \$75,000.00 to reflect the contribution by the Town of Fort Erie;

That subject to the confirmation of cost sharing with the Town of Fort Erie, Contract RN 03-31, Rehabilitation of Regional Road 3 (Garrison Road), Phase

2 – Thompson Road from Garrison Road to the QEW, in the Town of Fort Erie, be awarded to the low tenderer, Alfidome Contracting Ltd., at its bid price in the amount of \$820,080.00 (*excluding GST*);

That a contingency allowance in the amount of \$100,000.00 be provided for this contract;

That the Regional Chair and Clerk be authorized to extend the engineering agreement with the firm of Delcan Corporation for design services, contract administration, and inspection of this project, Rehabilitation of Regional Road 3 (Garrison Road) Phase 2 – Thompson Road from Garrison Road to the QEW, in the Town of Fort Erie (RC0426) with the engineering fees being calculated on a time plus disbursement basis, estimated at \$75,280.00 (*excluding GST*);

That the Regional Clerk be directed to ensure that the necessary by-laws, including the by-law authorizing the Regional Chair and Regional Clerk to execute the contract on behalf of the Regional Municipality of Niagara, are presented to Regional Council on January 22, 2004;

And further, that all project costs be charged against Capital Works Project ZRC0426/RC0426, Rehabilitation of Regional Road 122 (Thompson Road) QEW to Garrison Road.

Carried.

24. Tender Award for Contract RN. 03-06
Niagara-on-the-Lake Wastewater
Treatment Plant Upgrades

Moved by Councillor Eke
Seconded by Councillor Burroughs

That Report CSD 17-2004, January 28, 2004 (PWA 15-2004, January 27, 2004), respecting the Tender Award for Contract RN 03-06, Niagara-on-the-Lake Wastewater Treatment Plant Upgrades, be received.

That financing (Wastewater Capital Reserve) in the gross and net amount of \$460,000.00 be transferred from Project ID ZSW9809, Port Weller CSO Control Program to Project ID ZSW0103/SW0103 Niagara-on-the-Lake Wastewater Treatment Plant Upgrades.

That Contract RN 03-06, Niagara-on-the-Lake Wastewater Treatment Plant Upgrades be awarded to T.R. Hinan Contractors Inc at their bid price of \$795,000.00, plus GST.

That a contingency amount of \$80,000.00 be provided for this project.

That the engineering assignment with Hydromantis Inc. be extended to provide the related engineering services in the amount of \$45,000.00, plus GST.

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 costs associated with this project be charged against Project ID SW0103.

Carried.

25. Annual Review of Investment Policies and Practices

Moved by Councillor Eke
Seconded by Councillor Burroughs

That Report CSD 118-2004, January 28, 2004, respecting Annual Review of Investment Policies and Practices, be received.

That the attached amended guidelines for 2004 governing investments of Regional funds not currently being used be approved and adopted.

Carried.

26. Intersection Improvement on Regional Road 20
(Old Highway 20) at Station Street in the Town of Pelham

Moved by Councillor Eke
Seconded by Councillor Burroughs

That Report PWA 23-2004, January 27, 2004, respecting Intersection Improvement on Regional Road 20 (Old Highway 20) at Station Street in the Town of Pelham, be received.

That staff be authorized to proceed with the design of an intersection improvements on Regional Road 20 (Old Highway 20) at Station Street in the Town of Pelham including the provision of new traffic signals and the removal of the pedestrian signals;

That the new traffic signal, estimated at \$140,000.00 be funded through the New Traffic Signal Program in the proposed 2004 Roads Capital Budget;

That funding for the road component of the project, estimated at \$560,000.00 be explored through the review of any surplus funding from projects tendered

for this year's road construction program and that a subsequent report on the possible funding be provided to Public Works Committee prior to tendering and upon approval of the Regional Road 20 environmental Assessment.

Carried.

CORRESPONDENCE

27. Moved by Councillor Burroughs
Seconded by Councillor Eke

That Communication CFS 1-2004 from Brian W. Knott, City Solicitor/Clerk, City of Sarnia, (January 8, 2004) seeking support for its Council's resolution that the new McGuinty government immediately review the current assessment system and correct a number of the injustices that are occurring and to immediately review the so-called "tax fairness legislation" that is mandating communities to shift the tax burden from multi-residential, industrial, commercial, to residential, be supported; and

That a letter be sent to the Premier advising of this Council's Support.

Carried.

28. Moved by Councillor Eke
Seconded by Councillor Burroughs

That Communication CFS 2-2004, January 28, 2004, from Anne Hepplewhite, Corporate Records Manager/Acting Deputy Clerk and Akram Askoul, Manager, Client Computing, (January 28, 2004) regarding Access to Information, be received.

Carried.

ACCOUNTS

29. Moved by Councillor Burroughs
Seconded by Councillor Eke

That Accounts Payable Expense Summary for the period ending December 31, 2004 in the following amounts be approved:

Administration & Corporate Services	\$ 796,079.47
Community Services	3,412,311.65
Planning & Development	41,775.24
Public Health	2,115,938.81
Public Works	4,116,379.91
Police Service	865,768.71

Outside Board's & Agencies	0.00
Non Departmental	<u>15,125,020.65</u>
Total	26,473,274.44
G.S.T. Rebate	<u>593,048.15</u>
Total Expense Payable	27,066,322.59
Holdback Amount	<u>3,532,885.06</u>
Total Expenses Paid	<u>\$ 23,533,437.53</u>

Carried.

CLOSED SESSION

30. Moved by Councillor Burroughs
Seconded by Councillor Eke

That this committee do now meet in Closed Session for purposes of receiving information of a confidential nature relating to legal matters.

Carried.

31. Litigation Matters

Moved by Councillor Burroughs
Seconded by Councillor Eke

That Report CSD 14-2004, January 28, 2004, respecting Litigation Matters, be received for information; and

That this information report be received on a quarterly report.

Carried.

32. Moved by Councillor Burroughs
Seconded by Councillor Eke

That this Committee do now rise with report.

Carried.

ADJOURNMENT

Committee adjourned at 12:15 p.m. to meet again on February 11, 2004 at 10:00 a.m. in Committee Room 4, Regional Headquarters.

Doug Martin
Chair

Gail Reilly
Legislative Assistant

Pam Gilroy
Acting Regional Clerk

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