

THE REGIONAL MUNICIPALITY OF NIAGARA

CORPORATE SERVICES COMMITTEE

REPORT 2-2007

Minutes of a meeting of the Corporate Services Committee held in Committee Room 4, Regional Municipal Building, Thorold, Ontario, on Wednesday, January 31, 2007, commencing at 9:00 a.m.

ATTENDANCE

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

Staff: Messrs. Trojan, Chief Administrative Officer; Mr. Bergsma, Commissioner, Corporate Services; Mr. Nicol, Commissioner, Human Resources; Mr. Lockyer, Treasurer/Director, Financial Management & Planning; Ms. Gilroy, Regional Clerk; Ms. Reilly, Legislative Assistant.

Staff

Others: Corporate Services: Ms. Crawley, Current Budget Analyst; Mr. Diakow, Director, Information Services; Mr. Kaas, Capital Analyst; Mr. Kyne, Director, Legal Services; Ms. Murphy, Associate Director, Budgets & Reporting; Ms. Rose, Supervisor, Court Administration, P.O.A.

Human Resources: Ms. Elliott, Director, Organizational Development & Compensation Services; Ms. Fontana, Director, Corporate Health Services & Employee Relations; Ms. Herbai, Coordinator, Employee Benefits; Ms. Smith, Administrative Assistant.

Other Depts.: Mr. Draper, Business Partner, Strategic Communications; Mr. McQueen, Director, Administration.

NEDCO: Mr. Brickell, Smart Growth-Brownfields; Mr. Gedge, Chief Executive Officer; Mr. Hardy, Tourism Manager; Mr. Ross, Controller; Mr. Teichroeb, Manager, Business Development.

Others: Councillor Baty; Ms. Thompson, Niagara-on-the-Lake Chamber of Commerce.

PRESENTATIONS

37. 2007 Corporate Services Budget

Ms. Murphy, Associate Director, Budgets and Reporting, provided an overview of the 2007 Corporate Services Budget. The Director highlighted the Corporate Services goals and objectives as they align with Council's Business Plan and the Department's 2007 Priorities.

Ms. Murphy provided a breakdown of expenditures for the five Divisions: Administration; Information Systems; Office of the Regional Clerk; Legal Services and Financial Management & Planning. For detailed information on this breakdown, please refer to the attached budget presentation.

The Corporate Services Proposed 2007 Budget was presented at \$12,828,000 gross expenditures and \$12,474,000 net expenditures with Debt Charges of \$3,310,000. This represents an increase of \$13,000 over the approved 2006 Budget or 0.14% (less debt charges).

The Provincial Offences Court Administration Budget reflects gross revenue of \$5,707,000, an increase of 2% over the approved 2006 Budget. Gross expenditures are proposed at \$4,946,000, an increase of 2.1% over the approved 2006 Budget. A total of \$1,522,000 net revenue was generated (Area Municipalities \$761,000/Region \$761,000), up slightly from \$750,000 in 2006. Some of the challenges facing the POA are: lack of Judicial resources; no control over levels of enforcement; and costs of operating multiple court sites.

The proposed 2007 Capital Budget for Corporate and Technology amounts to \$1,850,000 which is comprised of:

- \$350,000 for EIS related initiatives
- \$1,500,000 for PC's, printers and software replacements and upgrades

Moved by Councillor Casselman
Seconded by Councillor Bentley

That the 2007 Corporate Services Budget be received and referred to the Budget Review Committee meeting of February 8, 2007; and

That separate reports be provided on the organizational structure, breakdown of current and proposed FTE and justification for new positions for Information Systems, Clerk's Office and Legal Services prior to the filling of these new positions.

Carried.

(Refer to staff directions on page CS 30.)

38. 2007 Human Resources Budget

Mr. Nicol, Commissioner, Human Resources, provided an overview of the 2007 Human Resources Budget. The Commissioner presented a summary of budget cost centres for the Department Operation Budget and the Corporate Accounts Budget. The Department net budget represents 0.37% of the Corporate Operating Budget estimated at \$760 million.

The gross budget was presented at \$2,944,544, representing a gross increase of \$26,393 or 0.9%. The net budget amounts to \$2,878,465, representing a net increase of \$45,748 or 1.6%.

Mr. Nicol highlighted the Object of Expenditures, noting that gross personnel costs represent 96.6% of the department's operating budget cost centres. Three Object of Expenditure areas are budgeted at or less than the 2006 budget (-\$1,038)

The following program changes were presented:

- Amend service delivery model of workplace training: Add Grade 5 "Coordinator Corporate Education & Development".
- 100% salary and payroll related cost recovery for HRA (Public Health)
- Payroll/HR Administrative Improvement Initiatives, authorized by CMT as a \$200,000 recovery.

Mr. Nicol provided background information on Corporate training statistics, noting a significant decline in training since the absence of a dedicated Coordinator Training & Development position since 2004. Mr. Nicol also referred to the 2005 Regional Municipality of Niagara Quality of Work Life Employee Survey Response "Sector Best Practice" rating for employee satisfaction with training programs. It is a service area very appreciated by staff.

The Commissioner apprised Committee of the Shared Services program, commenting that the Human Resources Department Shared Services cost represented 77% cost avoidance or potential savings to the common Niagara taxpayer and that the service provided has been deemed "excellent" in 80% of projects.

Moved by Councillor Bentley
Seconded by Councillor Burroughs

That the 2007 Human Resources Budget be referred to the Budget Review Committee meeting of February 8, 2007; and

That a separate report prior to implementation be provided regarding the proposed Coordinator Corporate Education and Development position.

Carried.

(Refer to staff directions on page CS 30.)

39. 2007 Administration Budget

Mr. Trojan, Chief Administrative Officer, provided an overview of the Corporate Administration Budget, which includes: Office of the Regional Chairman; Regional Councillors; and Office of the CAO.

The Department's Major goals were highlighted as follows:

- Update and coordinate implementation of Council's Business Plan
- Provide organizational leadership
- Promote continuous improvement

The proposed 2007 Corporate Administration Budget amounts to gross expenditures of \$2,880,967 and net expenditures of \$2,540,757, representing a net increase of \$128,016 over the approved 2006 Budget.

The primary driver of this increase is salaries and benefits.

Mr. Trojan highlighted the major elements of the Corporate Administration 2007 Work Plan.

Moved by Councillor Collins
Seconded by Councillor Burroughs

That the 2007 Corporate Administration Budget be received and referred to the Budget Review Committee meeting of February 8, 2007.

Carried.

40. Niagara Economic and Development Corporation

Mr. Gedge, Chief Executive Officer, provided an overview of the 2007 Niagara Economic and Development Corporation Regional Investment Request.

An additional request for 2007 was highlighted as follows:

- | | |
|----------------------------------|------------------|
| • Increased Government Relations | \$ 80,000 |
| • Niagara "Business" Branding | <u>\$ 85,000</u> |
| | \$165,000 |
| • Niagara College | <u>\$ 95,000</u> |
| | \$260,000 |

Mr. Gedge commented that NEDCO is a strategically driven organization:

- Strategy determines programs that determine resources
- Economic Growth Strategy, Navigating Our Future: Niagara's Economic Growth Strategy 2005-2010
- Council Business Plan

Mr. Gedge presented a document detailing NEDCO's 2007 Plans regarding Strategy and Advocacy; Investment Marketing; Business Retention and Expansion; and Tourism Destination Marketing.

NEDCO's 2007 Regional Investment Request amounts to \$2,195,060, representing an increase of \$261,620 over 2006.

For more detailed information, please refer to the NEDCO presentation attached to the minutes.

Moved by Councillor Collins
Seconded by Councillor Casselman

That the 2007 Niagara Economic and Development Corporation Regional Investment Request be referred to the Budget Review Committee meeting of February 8, 2007.

Carried.

Councillors Burroughs and Puttick wished to be recorded as opposed.
(Refer to staff directions on pages CS 30.)

Moved by Councillor Casselman
Seconded by Regional Chair Partington

That the 2007 Niagara Regional Housing and 2007 Niagara Peninsula Conservation Authority Budgets and 2007 NRPS Capital Budget and Nine Year Forecast, be referred to the Budget Review Committee meeting of February 8, 2007; and

That the Budget Review Committee meeting commence at 2:00 p.m.

Carried.

ITEMS FOR CONSIDERATION

41. **Contracted Services for Employee Information System**
CSD 25-2007/HR 04-2007

Moved by Councillor Collins
Seconded by Councillor Heit

That Report CSD 25-2007/HR 04-2007, January 31, 2007, respecting Contracted Services for Employee Information System, be received for information; and

That staff be authorized to sign a five year agreement with Katalogic Inc. to provide for 'Support', 'Maintenance' and 'Development' services related to the Employee Information System, satisfactory in form to the Director, Legal Services.

Carried.

42. IT Support Services to Other Municipalities for Niagara Software
CSD 27-2007

Moved by Regional Chair Peter Partington
Seconded by Councillor Greenwood

That Report CSD 27-2007, January 31, 2007, respecting IT Support Services to Other Municipalities for Niagara Software, be received.

That the Niagara Region enter into agreements with other municipalities whereby Niagara Region will provide technical support services for CAMS (Court Administration Management System) software on a fee for service basis.

That these agreements be reviewed by and satisfactory to the Director, Legal Services.

That Regional Council delegate to the Director, Information Systems, the authority to execute all necessary documents on behalf of Niagara Region.

Carried.

43. 2007 Interim Levy Dates and Amounts
CSD 28-2007

Moved by Councillor D'Angela
Seconded by Councillor Collins

That Report CSD 28-2007, January 31, 2007, respecting 2007 Interim Levy Dates and Amounts, be received.

That the interim due dates for the Regional Levy be approved in the amounts and on the dates as shown on Schedule A attached to this report.

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

That this report be circulated to the Councils of the Area Municipalities for information.

Carried.

44. Municipal Fees and Charges
Human Resources Department
HR 05-2007

Moved by Councillor Heit
Seconded by Regional Chair Partington

That Report HR 05-2007, January 31, 2007, respecting Municipal Fees and Charges – Human Resources Department, be received and approved and the information be included in the consolidated list Appendix of all Municipal Fees and Charges for the formal by-law to be passed by Council.

Carried.

45. Regional Council Remuneration
HR 08-2007

Moved by Councillor Casselman
Seconded by Councillor Greenwood

That Report HR 08-2007, January 31, 2007, respecting Regional Council Remuneration, be received; and

That Council remuneration be based on existing policy and their adjustments as of December 1, 2006 as recommended by the Citizens Committee on Council Remuneration and that a review of Regional Council remuneration not be considered at this time.

Carried.

Moved by Councillor Heit
Seconded by Councillor Saracino

That Report HR 08-2007, January 31, 2007, respecting Regional Council Remuneration be referred to the next Corporate Services Committee meeting of February 21, 2007, for review of the remaining remuneration issues within the report.

Carried.

46. Landfill Gas Utilization Project
Glenridge Quarry Naturalization Site
City of St. Catharines
PWA 06-2007

Conflict of Interest

Mr. Bergsma, Commissioner, Corporate Services, declared a Conflict of Interest with respect to the Landfill Gas Utilization Project Glenridge Quarry Naturalization Site, City of St. Catharines, as he has an interest in the project and he therefore took no part in the discussion or decisions of this matter.

Moved by Councillor Burroughs
Seconded by Councillor Casselman

That Report PWA 06-2007, January 10, 2007, respecting Landfill Gas Utilization Project Glenridge Quarry Naturalization Site, City of St. Catharines, be received.
Carried.

ITEMS FOR INFORMATION

47. Toluene Exposure Investigation
HR 06-2007 (PWP 09-2007)

Moved by Councillor Casselman
Seconded by Councillor Brickell

That Report HR 06-2007 (PWP 09-2007) January 31, 2007, providing an update on the Toluene Exposure Investigation, as reported by the Occupation Health Clinics for Ontario (OHCOW), be received for Information.

Carried.

48. 2006 Human Resources Department Annual Report
HR 07-2007

Report HR 07-2007, January 31, 2007, respecting 2006 Human Resources Department Annual Report was referred to the Corporate Services Committee meeting of February 21, 2007.

OTHER BUSINESS

49. Agenda Size

Committee members expressed their concerns regarding the size of the agenda and asked staff to be more cognizant of the time required to complete business.

STAFF DIRECTIONS

That staff be directed to:

- (i) Provide a later report on the Legal Pilot –Where are legal dollars spent - What legal services are required - What kind of skills and expertise are needed. (Refer to minute item 37.)
- (ii) Provide Organizational Chart showing staff complement (Refer to minute item 38.)
- (iii) Provide a later report on how much money is within Departmental and HR Corporate Budgets for ongoing training for employees and the percentage of the overall budget for that purpose. (Refer to minute item 38.)
- (iv) Provide information re: Niagara College request for \$95,000 to Committee. (Refer to minute item 40.)
- (v) Provide a report on the costs and benefits derived from the “Niagara Week @ Queen’s Park”. (Refer to minute item 40.)

ADJOURNMENT

Committee adjourned at 12:00 p.m. to meet again on Wednesday, February 21, 2007, 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