

**THE REGIONAL MUNICIPALITY OF NIAGARA
CORPORATE SERVICES COMMITTEE
OPEN SESSION**

**CSC 1-2019
Wednesday, January 9, 2019
Council Chamber
Niagara Region Headquarters, Campbell West
1815 Sir Isaac Brock Way, Thorold, ON**

Committee: Bradley (Regional Chair), Butters, Campion, Easton, Edgar, Fertich, Foster (Committee Chair), Gale, Heit, Huson, Ip, Redekop, Rigby, Whalen (Committee Vice-Chair)

Absent/Regrets: Diodati

Staff: H. Chamberlain, Director, Financial Management & Planning/Deputy Treasurer, D. Gibbs, Director, Legal & Court Services, T. Harrison, Commissioner, Enterprise Resource Management Services / Treasurer, S. Hendrie, Chief Information Officer, B. Julian, Director, Construction & Facilities Management, B. Menage, Director, Procurement & Strategic Acquisitions, M. Murphy, Associate Director, Budget Planning & Strategy, A.-M. Norio, Regional Clerk, M. Trennum, Deputy Regional Clerk, R. Tripp, Acting, Chief Administrative Officer, R. Fleming, Senior Tax & Revenue Analyst

1. CALL TO ORDER

Ann-Marie Norio, Regional Clerk, called the meeting to order at 9:33 a.m.

2. DISCLOSURES OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

3. SELECTION OF CHAIR AND VICE-CHAIR

3.1 Call for Nominations for Committee Chair

Ann-Marie Norio, Regional Clerk, called for nominations for the position of Chair of the Corporate Services Committee for the 2019-2020 term.

Moved by Councillor Easton
Seconded by Councillor Fertich

That Councillor Foster **BE NOMINATED** as Chair of the Corporate Services Committee for a two-year term (2019-2020).

Moved by Councillor Edgar
Seconded by Councillor Heit

That Councillor Redekop **BE NOMINATED** as Chair of the Corporate Services Committee for a two-year term (2019-2020).

3.2 Motion to Close the Nominations for Committee Chair

Ann-Marie Norio, Regional Clerk, called a second and third time for nominations for the position of Corporate Services Committee Chair.

There being no further nominations it was:

Moved by Councillor Campion
Seconded by Councillor Fertich

That nominations for the position of Chair of the Corporate Services Committee for the 2019-2020 term, **BE CLOSED**.

Carried

3.3 Voting for Position of Committee Chair

A recorded vote was requested. Members voted as follows:

Voting for Councillor Foster (8): Councillors Easton, Fertich, Foster, Gale, Huson, Ip, Rigby, Whalen.

Voting for Councillor Redekop (5): Councillors Butters, Campion, Edgar, Heit, Redekop.

Based on the result of the vote, the Regional Clerk announced that Councillor Foster had received the majority of votes and would be the Chair of the Corporate Services Committee for the 2019-2020 term.

3.4 Call for Nominations for Committee Vice-Chair

Ann-Marie Norio, Regional Clerk, called for nominations for the position of Vice-Chair of the Corporate Services Committee for the 2019-2020 term.

Moved by Councillor Gale
Seconded by Councillor Heit

That Councillor Whalen **BE NOMINATED** as Vice-Chair of the Corporate Services Committee for a two-year term (2019-2020).

3.5 Motion to Close the Nominations for Committee Vice-Chair

Ann-Marie Norio, Regional Clerk, called a second and third time for nominations for the position of Corporate Services Committee Vice-Chair.

There being no further nominations it was:

Moved by Councillor Rigby
Seconded by Councillor Easton

That nominations for the position of Vice-Chair of the Corporate Services Committee for the 2019-2020 term, **BE CLOSED**.

Carried

3.6 Voting for Position of Committee Vice-Chair

There being only one nominee for the position of Committee Vice-Chair, the Regional Clerk announced that Councillor Whalen would be the Corporate Services Committee Vice-Chair for a two-year term (2019-2020).

At this point in the meeting, Councillor Foster assumed the Chair.

4. **PUBLIC PARTICIPATION MEETING PURSUANT TO THE MUNICIPAL ACT, 2001 AND REGIONAL POLICY**

Stop Up, Close Portion of Regional Road 27 (Wellandport Road) in the Township of West Lincoln.

At 9:43 a.m. Committee Chair Foster called the public participation meeting pursuant to the *Municipal Act, 2001* and Regional Policy to order.

The Committee Chair advised that the purpose of this meeting was to receive comments and answer questions from the public regarding the proposed stop up, close portion of Regional Road 27 (Wellandport Rd.) in the Township of West Lincoln and for the consideration of Report CSD 4-2019 and its recommendations following the opportunity for the public to provide comments.

The Committee Chair stated that in accordance with Regional Policy, public notice of the meeting was advertised on December 19, 2018 in accordance with the notice provisions on the Region's website (at least 10 days prior to this meeting - Corporate Policy - Public Notice C-RC-005). He further stated that any person present who wished to provide comments on the matter would be given an opportunity.

4.1 Speakers

The Committee Chair invited members of the public to provide their input to the Members of the Corporate Services Committee and to Regional staff either orally today or in writing to the Regional Clerk.

No persons spoke to the matter.

4.2 Report for Consideration

4.2.1 CSD 4-2019

Stop up, close portion of Regional Road 27 (Wellandport Road) in the Township of West Lincoln.

Moved by Councillor Rigby
Seconded by Councillor Ip

That Report CSD 4-2019, dated January 9, 2019, respecting Stop Up and Close a Portion of Regional Road 27 (Wellandport Road) in the Township of West Lincoln, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That a portion of the untravelled road allowance of Regional Road 27 (Wellandport Road) in the Township of West Lincoln designated as part 1 on Plan 30R-15311 containing approximately 526 square metres (0.13 acres) as shown on Appendix 1 attached (the "Lands") **BE APPROVED** to be stopped up and closed.
2. That the necessary by-laws **BE PREPARED** and **PRESENTED** to Council for consideration.

Carried

4.3 Adjournment of the Public Participation Meeting Pursuant to the Municipal Act, 2001 and Regional Policy

The Committee Chair declared the public participation meeting pursuant to the *Municipal Act, 2001* and Regional Policy adjourned at 9:44 a.m.

5. **PRESENTATIONS**

There were no presentations.

6. **DELEGATIONS**

There were no delegations.

7. ITEMS FOR CONSIDERATION

7.1 CSD 2-2019

Request to Write-Off Outstanding Amounts over \$25,000

Moved by Councillor Campion
Seconded by Councillor Easton

That Report CSD 2-2019, dated January 9, 2019, respecting Request to Write-off Outstanding Amounts over \$25,000, **BE RECEIVED** and the following recommendation **BE APPROVED**:

1. That the Write-off of uncollectible accounts receivable totaling \$542,745.00 **BE APPROVED**.

Carried

Councillor Information Request(s):

Circulate Report CSD 100-2013, respecting Request to Write-Off Outstanding Accounts over \$10,000 and Report CSD-2014, respecting Accountants' Report With Respect to Niagara Regional Policy Service Invoicing and Collections to the Members of the Corporate Services Committee. Councillor Gale.

7.2 CSD 3-2019

Vacancy Program Revisions to Ministry of Finance

Moved by Councillor Gale
Seconded by Councillor Fertich

That Report CSD 3-2019, dated January 9, 2019, respecting Vacancy Program Revisions to Ministry of Finance, **BE RECEIVED** and that the following recommendations **BE APPROVED**:

1. That the proposed amendments to the existing Commercial/Industrial Vacant Unit Rebate and Vacant/Excess Land Subclass property tax rate reductions programs **BE APPROVED** as follows:
 - a) Vacant Unit Tax Rebate
 - i. Commercial Properties: Phase out the current program in its entirety, over three years, by reducing the eligible rebate percentage from the current rate of 30% in 2018, to 20% in 2019, 10% in 2020, and 0% in 2021 and onwards.

- ii. Industrial Properties: Phase out the current program in its entirety, over three years, by reducing the eligible rebate percentage from the current rate of 30% in 2018, to 20% in 2019, 10% in 2020, and 0% in 2021 and onwards.
 - b) Vacant/Excess Land Tax Rate Reduction
 - i. Commercial Properties: Phase out the current program in its entirety, over four years starting 2021, by reducing the eligible rebate percentage from the current rate of 30% in 2018, to 22.5% in 2021, 15% in 2022, 7.5% in 2023 and 0% in 2024 and onwards.
 - ii. Industrial Properties: Phase out the current program in its entirety, over four years starting 2021, by reducing the eligible rebate percentage from the current rate of 30% in 2018, to 22.5% in 2021, 15% in 2022, 7.5% in 2023 and 0% in 2024 and onwards;
2. That the Province of Ontario **BE REQUESTED** to adopt regulations and make any other legislative amendments required to adjust Niagara Region's Vacant Unit and Vacant/Excess Land Tax Programs as per Recommendation 1;
3. That the Commissioner, Enterprise Resource Management Services/Treasurer **BE DIRECTED** to submit this report to the Ontario Minister of Finance, along with any other supporting documentation as required by the Ministry to enact the requested program changes; and
4. That this report **BE CIRCULATED** to the Councils of the area municipalities for information.

Carried

Councillor Information Request(s):

Circulate Report CSD 77-2017, respecting Commercial and Industrial Sub Class Tax Rate Reductions and Rebates to the Members of the Corporate Services Committee. Committee Chair Foster

7.3 CSD 5-2019

2018 Development Charges, Grants and Exemption Funding.

Margaret Murphy, Associate Director, Budget Planning and Strategy , and Rob Fleming, Senior Tax and Revenue Analyst, provided information respecting 2018 Development Charges, Grants and Exemption Funding.

Topics of the presentation included:

- The Purpose of Development Charges
- How Development Charges are Calculated
- By-law 2017-98
- Mandatory and Discretionary By-law Exemptions
- Funding Exemptions/Grants
- Forecasted RDC Exemptions
- 2018 Strategy - Payback provision
- 2019 Strategy and Future Strategy
- RDC Exemptions Funding Strategy

Moved by Councillor Huson
Seconded by Councillor Ip

That Report CSD 5-2019, dated January 9, 2019, respecting 2018 Development Charges, Grants and Exemption Funding, **BE RECEIVED** and the following recommendation **BE APPROVED**:

1. That Council **ENDORSE** the approach as outlined in Report CSD 5-2019 to fund development charge grants and exemptions in excess of the budgeted amount.

Carried

Councillor Information Request(s):

Provide information respecting recently constructed agricultural buildings.
Councillor Redekop.

7.4 CSD 6-2019

Approval of Interim Levy Dates and Amounts

Moved by Councillor Heit
Seconded by Councillor Rigby

That Report CSD 6-2019, dated January 9, 2019, respecting Approval of Interim Levy Dates and Amounts, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the interim amounts for the Regional levy **BE APPROVED** by Regional Council in the amounts shown in Appendix I to Report CSD 6-2019;
2. That the Regional Clerk ensures that the appropriate by-law **BE PREPARED** for presentation to Regional Council for consideration and approval; and
3. That Report CSD 6-2019 **BE CIRCULATED** to the Councils of the local area municipalities for information.

Carried

7.5 CSD 10 -2019

Asset Management Governance Model

Ron Tripp, Acting Chief Administrative Officer and Roop Lutchmen, GHD Advisory, provided information respecting the Asset Management Governance Model. Topics of the presentation included:

- Why Asset Management?
- Asset Management Maturity (North America)
- Risks of Not Doing Good Asset Management
- The Preferred Solution
- Business Case
- Tangible and Intangible Benefits

Moved by Councillor Redekop
Seconded by Councillor Easton

That Report CSD 10-2019, dated January 9, 2019, respecting Asset Management Governance Model, **BE RECEIVED**, and the following recommendation **BE APPROVED**:

1. That the creation of a Corporate Asset Management Office at a cost of \$0.85 million including the addition of seven full time equivalents **BE REFERRED** for consideration as part of the 2019 budget process.

Carried

7.6 CSD 12-2019

Procurement By-law Review and Proposed Amendments

Moved by Councillor Rigby
Seconded by Councillor Ip

That Report CSD 12-2019, dated January 9, 2019, respecting Procurement By-law Review and Proposed Amendments, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the By-law to define the procurement policies and procedures for The Regional Municipality of Niagara (By-law 02-2016) **BE AMENDED** as outlined in Report CSD 12-2019;
2. That staff **BE AUTHORIZED** to further amend By-law 02-2016 to amend Section 21 once Niagara Region completes its full transition to eBidding (electronic submissions);
3. That the necessary by-law **BE PREPARED** and **PRESENTED** to Council for consideration; and
4. That Report CSD 12-2019 **BE CIRCULATED** to local area municipalities and external procurement stakeholders for information.

Carried

7.7 CSC-C 2-2019

Recommendations from the Joint Board of Management (JBM) – Niagara Courts meeting held on December 13, 2018 for consideration

Moved by Councillor Whalen
Seconded by Councillor Edgar

That Memorandum CSC-C 2-2019, dated January 9, 2019, respecting Recommendations from the Joint Board of Management (JBM) – Niagara Courts meeting held on December 13, 2018 for consideration, **BE RECEIVED** and that the following recommendations **BE APPROVED**:

1. That Report JBM-C 9-2018, dated December 13, 2018, respecting the Court Services Write-Off Recommendations for the period ending October 31, 2018, **BE RECEIVED**;

2. That the delinquent cases summarized in the Analysis Section of this Report JBM-C 9-2018 **BE APPROVED** for write-off and removal from the Integrated Court Offences Network (ICON) system in accordance with the Ministry of the Attorney General (MAG) Provincial Offences Act Write-off Directive and Operating Guidelines and the Niagara Region Courts approved write off criteria (POA Write-off Criteria); and
3. That the write-off criteria for ICON code PW **BE APPROVED** to include #4 "Where technical issues with ICON prevent the case from completing once payment has been satisfied."

Carried

8. CONSENT ITEMS FOR INFORMATION

8.1 CSC-C 1-2019

Q3 Financial Update

Moved by Councillor Butters

Seconded by Councillor Fertich

That Correspondence Item CSC-C 1-2019, being a memorandum from T. Harrison, Commissioner/ Treasurer, Enterprise Resource Management Services, dated January 9, 2019, respecting Q3 Financial Update, **BE RECEIVED** for information.

Carried

9. OTHER BUSINESS

9.1 Councillor Expense Policy

Councillor Ip requested that staff provide a report respecting recommendations from a financial and accounting perspective regarding potential amendments to the Councillor Expense Policy related to expense approvals, spending limits, permitted expenses and required back up documentation to coincide with the independent external governance auditor's report respecting Councillor expenses.

9.2 Code of Conduct

Councillor Ip requested staff provide information respecting the review of the current code of conduct and report back at the Corporate Services Committee meeting being held on February 20, 2019 and include a copy of the Code of Conduct drafted by John Mascarin, Niagara Region's Previous Integrity Commissioner.

10. **CLOSED SESSION**

Council did not resolve into closed session.

11. **BUSINESS ARISING FROM CLOSED SESSION ITEMS**

11.1 **Confidential CSD 11-2019**

A Matter of Proposed Disposition of Land in the Township of West Lincoln.

Moved by Councillor Easton
Seconded by Councillor Huson

That Confidential Report CSD 11-2019, dated January 9, 2019, respecting A Matter of Proposed Disposition of Land in the Township of West Lincoln, **BE RECEIVED** the recommendation contained therein **BE APPROVED**.

Carried

11.2 **Confidential CSC-C 3-2019**

A Matter of Disposition of Surplus Lands at the Provincial Offenses Court Facility ("POCF") located at 445 East Main Street, City of Welland

Moved by Councillor Rigby
Seconded by Councillor Gale

That Confidential Memorandum CSC-C 3-2019, dated January 9, 2019, respecting A Matter of Disposition of Surplus Lands at the Provincial Offenses Court Facility ("POCF") located at 445 East Main Street, City of Welland, **BE RECEIVED** for information.

Carried

12. **NEXT MEETING**

The next meeting will be held on Wednesday, February 20, 2019 at 9:30 a.m. in the Council Chamber, Regional Headquarters.

13. ADJOURNMENT

There being no further business, the meeting adjourned at 12:29 p.m.

Councillor Foster
Committee Chair

Matthew Trennum
Deputy Regional Clerk

Ann-Marie Norio
Regional Clerk