



THE REGIONAL MUNICIPALITY OF NIAGARA  
CORPORATE SERVICES COMMITTEE  
AGENDA

CSC 07-2019

Wednesday, July 10, 2019

9:30 a.m.

Council Chamber

Niagara Region Headquarters, Campbell West

1815 Sir Isaac Brock Way, Thorold, ON

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	Pages
1. <u>CALL TO ORDER</u>	
2. <u>DISCLOSURES OF PECUNIARY INTEREST</u>	
3. <u>PRESENTATIONS</u>	
3.1 <u>Negotiated Request for Proposals – General Overview</u> <u>Bart Menage, Director, Procurement and Strategic Acquisitions</u>	
To be distributed.	
4. <u>DELEGATIONS</u>	
5. <u>ITEMS FOR CONSIDERATION</u>	
5.1 <u>CLK 9-2019</u> <u>50<sup>th</sup> Anniversary Committee</u>	3 - 10
6. <u>CONSENT ITEMS FOR INFORMATION</u>	
6.1 <u>CSC-C 12-2019</u> <u>2019 Property Tax Capping Claw Back Percentage</u>	11
7. <u>OTHER BUSINESS</u>	

**8. CLOSED SESSION**

**8.1 Confidential CSD 48-2019**

A Matter Respecting Litigation and A Matter of Advice that is Subject to Solicitor-client privilege under s. 239(2) of the Municipal Act, 2001 – Kingdom Construction Limited Update on Outcome of May 8, 2019 Mediation

**8.2 Confidential CSD 50-2019**

A Matter Respecting Litigation and A Matter of Advice that is Subject to Solicitor-Client privilege under s. 239(2) of the Municipal Act, 2001 – Update Regarding Niagara-on-the-Lake Wastewater Treatment Plant

**8.3 Confidential CSC-C 13-2019**

A Matter Respecting Litigation under s. 239(2) of the Municipal Act, 2001 – 2017 Niagara Regional Police Services Property Damage Claim

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

**10. NEXT MEETING**

The next meeting will be held on Wednesday, August 7, 2019 at 9:30 a.m. in the Council Chamber, Regional Headquarters.

**11. ADJOURNMENT**

If you require any accommodations for a disability in order to attend or participate in meetings or events, please contact the Accessibility Advisory Coordinator at 905-980-6000 (office), 289-929-8376 (cellphone) or [accessibility@niagararegion.ca](mailto:accessibility@niagararegion.ca) (email).

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**Subject:** 50<sup>th</sup> Anniversary Committee  
**Report to:** Corporate Services Committee  
**Report date:** Wednesday, July 10, 2019

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## Recommendations

1. That the terms of reference for the 50<sup>th</sup> Anniversary Committee, attached as Appendix 1 to Report CLK 7-2019, **BE APPROVED**;
2. That up to five (5) members of Regional Council **BE APPOINTED** to the Committee; and
3. That the Committee **BE DISCONTINUED** effective December 31, 2020.

## Key Facts

- At its meeting held on June 20, 2019, Regional Council approved the establishment of a committee to plan and organize events to commemorate the 50<sup>th</sup> anniversary of the Regional Municipality of Niagara.
- The Regional Municipality of Niagara was officially formed on January 1, 1970
- To celebrate the 40<sup>th</sup> anniversary of the Region, a number of activities and events were held
- The Committee will provide recommendations respecting facilitating, planning and organizing events to commemorate the 50<sup>th</sup> anniversary of Niagara Region.

## Financial Considerations

There is no budget established for this initiative. The Committee would be required to set a budget which would then be subject to approval as part of the 2020 budget process.

## Analysis

Niagara Region was formed in 1970 and will celebrate its 50<sup>th</sup> anniversary in 2020. At its meeting held on June 20, 2019, Regional Council considered a motion to establish a Committee to celebrate this milestone.

The role of the Committee will be to facilitate, plan and organize events throughout the Region to highlight the history and accomplishments of Niagara Region and increase awareness of Regional programs and services.

This Committee would provide recommendations on possible celebration initiatives to Regional Council for consideration.

Membership on the Committee will be from up to five (5) Regional Councillors which will provide an opportunity for a cross-section of view points. In addition the Regional Clerk and Executive Officer to the Regional Chair will be non-voting members.

The Chief Administrative Officer, members of the Corporate Leadership Team and Corporate Communications, will serve as resources for the Committee.

### **Alternatives Reviewed**

There were no alternatives reviewed as the direction to establish this Committee was provided by Regional Council.

### **Relationship to Council Strategic Priorities**

This initiative falls in line with Council's draft strategic priority of Sustainable and Engaging Government, specifically it reinforces Niagara Region's commitment to high quality, efficient, fiscally sustainable and coordinated core services through enhanced communication, partnerships and collaborations with the community.

### **Other Pertinent Reports**

None.

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**Prepared and Recommended by:**  
Ann-Marie Norio  
Regional Clerk  
Corporate Services Administration

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**Submitted by:**  
Ron Tripp, P. Eng.  
Acting Chief Administrative Officer

### **Appendices**

Appendix 1

DRAFT Terms of Reference

Page 3

**NIAGARA REGION 50<sup>TH</sup> ANNIVERSARY COMMITTEE  
(NRAC)**

**TERMS OF REFERENCE**

**DRAFT**

**Appendix to Report CLK 7-2019**

**Recommended for Approval by the <Corporate Services Committee> on <date>**

**Ratified by Regional Council on <date>**

**Consolidated Version as of <date>**

**TABLE OF CONTENTS**

1. PREAMBLE ..... 3

2. MANDATE ..... 3

3. GOALS/PURPOSE ..... 3

4. REPORTING STRUCTURE ..... 3

5. BUDGET ..... 3

6. MEMBERSHIP ..... 3

    6.1 Composition ..... 3

    6.2 Term ..... 3

    6.3 Privacy ..... 4

7. ROLES & RESPONSIBILITIES ..... 4

    7.1 Chair & Vice Chair ..... 4

    7.2 Committee Members ..... 4

8. WORKING GROUPS ..... 4

9. RESOURCES ..... 5

10. MEETINGS ..... 5

11. ABSENTEEISM ..... 6

12. AMENDMENTS TO THE TERMS OF REFERENCE ..... 6

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**1. PREAMBLE**

The 50<sup>th</sup> Anniversary Committee was established by Regional Council to commemorate the Region's 50<sup>th</sup> anniversary.

**2. MANDATE**

To communicate and celebrate the accomplishments and initiatives of Niagara Region and recognize the Region's 50<sup>th</sup> anniversary.

**3. GOALS/PURPOSE**

- Facilitate, plan and organize events to commemorate the Regional Municipality of Niagara's 50<sup>th</sup> anniversary
- Communicate the history and accomplishments of the Region over the last 50 years through various initiatives

**4. REPORTING STRUCTURE**

The NRAC will report directly to Regional Council.

**5. BUDGET**

The NRAC shall have an annual operating budget to be used for valid Committee purposes as detailed in the budget approved by Regional Council for the current year.

The Committee shall submit a budget request to Regional Council for its consideration and approval.

**6. MEMBERSHIP**

**6.1 Composition**

Membership for the NRAC shall not exceed a maximum of 9 members.

Membership for the NRAC shall include up to five (5) Regional Councillors. The Regional Clerk or designate and the Executive Officer to the Regional Chair will be non-voting members of this Committee.

**6.2 Term**

The term of membership shall be until December 31, 2020.

### **6.3 Privacy**

The meetings of the NRAC are public. Members should be aware that their names will be in the public realm and a list of membership may be provided when requested. Member information, other than name or municipality, will be kept confidential in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

## **7. ROLES & RESPONSIBILITIES**

### **7.1 Chair & Vice Chair**

A Chair and Vice Chair will be elected from Committee members at the first meeting to preside over meetings and Committee business.

It is the role of the Chair to preside over Committee meetings so that its business can be carried out efficiently and effectively, and to act as a liaison between the Committee and Regional Council.

It is the role of the Vice Chair to preside over Committee meetings in the absence of the Chair and to perform any other duties delegated by the Chair or as assigned by the Committee through a majority vote.

### **7.2 Committee Members**

All NRAC members, including the Chair and Vice Chair, have the responsibility to help achieve the NRAC's Mandate and Goals/Purposes. Committee members are also responsible for:

- Reviewing meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration;
- Working diligently to complete assigned activities;
- Participating on working groups, as appropriate;
- Agreeing to describe, process and resolve issues in a professional and respectful manner;
- Providing input to help identify future projects or strategic priorities for future years' work;
- Communicating activities of the Committee to groups represented or those who may have an interest and offer information back to the Committee.

## **8. WORKING GROUPS**

To fulfill its mandate and accomplish its goals, the NRAC may establish working groups to deal with specific issues or projects. The working groups will meet, as needed, to review specific issues referred to them by the NRAC and otherwise complete their assigned tasks.



Working groups are considered to be time-limited, project specific sub-committees of the NRAC in that they are convened to accomplish a specific task (or tasks) in a narrowly defined time period.

Working groups must be comprised of at least two (2) members of the NRAC and may include community members and other individuals with relevant knowledge and expertise. Local municipal participation should be sought depending on the nature of the work being undertaken.

Working groups shall be chaired where possible by a voting member of the NRAC and shall provide regular updates to the NRAC regarding recommendations on assigned projects. Minutes of the meetings of the working group shall be recorded and submitted to the NRAC for proper directing through the approval process. Working groups may meet at a time and place as decided by the members of the working group.

Administrative support shall be provided by a staff representative of the NRAC or designate.

## **9. RESOURCES**

The Clerk's Department is the designated lead department providing resource support for the NRAC; however, the Committee also has access to the technical expertise of staff from other Regional departments as may be required. It is recognized that staff time and the level of participation will be dependent on other departmental priorities as determined by senior management and/or Regional Council. As required, additional resources may be sought. Additional resourcing may be required for projects with senior levels of government.

The Committee shall receive administrative support from the Office of the Regional Clerk for meeting and agenda management.

## **10. MEETINGS**

An appropriate meeting schedule shall be set for the NRAC. The schedule will be circulated to the members for approval each year. Should a time sensitive matter arise, the NRAC may meet at the call of the Chair.

The NRAC meetings will be held at Regional Headquarters at a time as determined by the members. All meetings will be open to the public.

Meetings shall be governed by the Region's Procedural By-law, being a by-law to govern the calling, place and proceedings of the meetings of Council and its Committees, as may be amended from time-to-time.

A schedule setting the due dates for materials to be included on the agenda will be circulated to each member pending adoption of a meeting schedule or the scheduling of a meeting date.

A committee member who is unable to attend a meeting, shall forward his/her regrets to the Office of the Regional Clerk as soon as possible. Should the Office of the Regional Clerk not have confirmation of quorum 24 hours prior to the meeting, the meeting shall be cancelled.

**11. ABSENTEEISM**

Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the Committee and will be notified of this in writing by the Committee Chair.

**12. AMENDMENTS TO THE TERMS OF REFERENCE**

Proposals to amend the Terms of Reference shall require the approval of a majority of the members present. Proposed amendments to the Terms of Reference shall be submitted to Regional Council for approval and shall take effect only upon the approval of Council.

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## MEMORANDUM

CSC-C 12-2019

**Subject: 2019 Property Tax Capping Claw Back Percentage**

**Date: July 10, 2019**

**To: Corporate Services Committee**

**From: Rob Fleming, Senior Tax & Revenue Analyst**

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The purpose of this memorandum is to provide members of Council with an update on the 2019 Property Tax Capping program.

Capping refers to a municipality's option to limit, or cap, the tax increases on commercial, industrial and multi-residential properties. The limit on tax decreases, in order to fund capping, is known as a claw back.

A mandated capping program to limit tax increases has been in place since 1998. It was initially introduced as a three-year (10-5-5) program to mitigate reform related property tax increases for the commercial, industrial and multi-residential property classes. On the completion of this program, Bill 140 was introduced to continue the transition each year based on the previous year's annual taxes. Further capping options were introduced for 2005 and 2009 taxation years to provide local flexibility in determining tax capping protection, accelerated progress towards CVA taxation, and reduced claw back percentages.

Regional Council has adopted all available capping options permitted by the province since 2005, to the maximum. This has resulted in a significant reduction in the impact of the provincial capping program.

As a result of Council's previously adopted tax capping policies, the Region has reached a point where there are no longer any properties eligible for the capping program. This means that all properties will be taxed on their current value assessment and the previously annual claw back percentage bylaw will not be required for the 2019 taxation year.

Council has previously elected to exit the capping programs for both multi-residential and industrial property classes through previous tax policy reports and associated bylaws and will be in a position to fully exit the commercial capping program in 2020.

Respectfully submitted and signed by

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Rob Fleming, MBA  
Senior Tax & Revenue Analyst