

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

**CSC 2-2020  
Wednesday, February 12, 2020  
Council Chamber  
Niagara Region Headquarters, Campbell West  
1815 Sir Isaac Brock Way, Thorold, ON**

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

Absent/Regrets: Fertich

Staff: A. Apfelbaum, Manager, Business Licensing, D. Barnhart, Executive Officer to the Regional Chair, H. Chamberlain, Director, Financial Management & Planning/Deputy Treasurer, D. Gibbs, Director, Legal & Court Services, T. Harrison, Commissioner/Treasurer, Corporate Services, K. Lotimer, Legislative Coordinator, F. Meffe, Director, Human Resources, B. Menage, Director, Procurement & Strategic Acquisitions, A.-M. Norio, Regional Clerk, K. Scholtens, Manager, Business Development Expedited Services, M. Trennum, Deputy Regional Clerk, R. Tripp, Acting Chief Administrative Officer

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**1. CALL TO ORDER**

Committee Chair Foster called the meeting to order at 9:35 a.m.

**2. DISCLOSURES OF PECUNIARY INTEREST**

There were no disclosures of pecuniary interest.

**3. PUBLIC PARTICIPATION MEETING PURSUANT TO THE RETAIL BUSINESS HOLIDAYS ACT**

Application for Tourism Exemption under the *Retail Business Holidays Act* - 2664479 Ontario Limited, operating as Sobeys Grocery Store - 450 Garrison Road in the Town of Fort Erie

At 9:36 a.m., Committee Chair Foster called the public participation meeting pursuant to the *Retail Business Holidays Act* to order.

The Committee Chair advised that the purpose of the meeting was to receive comments and answer questions from the public regarding the application for tourism exemption under the *Retail Business Holidays Act* from 2664479 Ontario Limited operating as Sobeys grocery store - 450 Garrison Road in the Town of Fort Erie, and for the consideration of Report CLK 2-2020 and its recommendations.

The Committee Chair stated that in accordance with the Regional Policy, public notice of the meeting was advertised on January 3, 2020, 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).

### 3.1 Registered Speakers

The Committee Chair advised that there were no registered speakers for today's meeting; however, any person present who wished to make a representation on the matter would be given an opportunity to do so. The Chair stated that members of the public were welcome to provide their input and concerns to Committee members and staff either orally today or in writing to the Regional Clerk.

The Committee Chair asked if there were any persons in attendance who wished to speak to the matter. There was no one in attendance wishing to speak to the matter.

### 3.2 Report for Consideration

#### 3.2.1 CLK 2-2020

Application for Tourism Exemption for Holiday Openings under the *Retail Business Holidays Act* – 2664479 Ontario Limited operating as Sobeys Grocery Store - 450 Garrison Road in the Town of Fort Erie

Moved by Councillor Edgar  
Seconded by Councillor Campion

That Report CLK 2–2019, dated February 12, 2020, respecting Application for Tourism Exemption for Holiday Openings under the *Retail Business Holidays Act* - 2664479 Ontario Limited, operating as Sobeys grocery store, 450 Garrison Road in the Town of Fort Erie, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the application from 2664479 Ontario Limited, requesting a tourism exemption under the *Retail Business Holidays Act*, to permit the Sobeys grocery store, located at 450 Garrison Road, in the Town of Fort Erie, to open on Family Day, Victoria Day, Canada Day, Labour Day and Thanksgiving Day from 7:00 a.m. to 11:00 p.m., Good Friday from 7:00 a.m. to 7:00 p.m. and any other public holiday declared by proclamation of the Lieutenant Governor to be a holiday for the purposes of the *Retail Business Holidays Act*, **BE APPROVED**; and
2. That the necessary by-law **BE PREPARED** and **PRESENTED** to Regional Council for consideration.

**Carried**

3.3 Adjournment of the Public Participation Meeting under the *Retail Business Holidays Act*

The Committee Chair declared the public participation meeting pursuant to the *Retail Business Holidays Act* adjourned at 9:40 a.m.

4. **PRESENTATIONS**

There were no presentations.

5. **DELEGATIONS**

There were no delegations.

6. **ITEMS FOR CONSIDERATION**

6.1 **HR 1-2020 REVISED**

Chief Administrative Officer (CAO) Recruitment, Selection, Offer of Employment and Performance Management Policy and Procedures

Moved by Councillor Whalen

Seconded by Councillor Rigby

That Report HR 1-2020 REVISED, dated February 12, 2020, respecting Chief Administrative Officer (CAO) Recruitment, Selection, Offer of Employment and Performance Management Policy and Procedures, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the Chief Administrative Officer Recruitment, Selection, Offer of Employment and Performance Management Policy, attached to Report HR 1-2020 REVISED as Appendix 1, **BE APPROVED**;

2. That the Chief Administrative Officer Recruitment, Selection, and Offer of Employment Procedure, attached to Report HR 1-2020 REVISED as Appendix 2, **BE APPROVED**; and
3. That the Chief Administrative Performance Management Procedure, attached to Report HR 1-2020 REVISED as Appendix 3, **BE APPROVED**.

Committee Chair Foster advised he wanted to provide comments on the matter; therefore, Committee Vice-Chair Whalen assumed the chair for the remainder of the discussion on this item.

The following friendly amendment to clause 2 of the motion was accepted by the Committee Vice-Chair and the mover and seconder of the motion as follows:

2. That the Chief Administrative Officer Recruitment, Selection, and Offer of Employment Procedure, attached to Report HR 1-2020 REVISED as Appendix 2, **BE APPROVED to include the amendments brought forward by Committee**;

The Committee Vice-Chair called the vote on the motion, as amended, as follows:

That Report HR 1-2020 REVISED, dated February 12, 2020, respecting Chief Administrative Officer (CAO) Recruitment, Selection, Offer of Employment and Performance Management Policy and Procedures, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the Chief Administrative Officer Recruitment, Selection, Offer of Employment and Performance Management Policy, attached to Report HR 1-2020 REVISED as Appendix 1, **BE APPROVED**;
2. That the Chief Administrative Officer Recruitment, Selection, and Offer of Employment Procedure, attached to Report HR 1-2020 REVISED as Appendix 2, **BE APPROVED** to include the amendments brought forward by Committee; and
3. That the Chief Administrative Performance Management Procedure, attached to Report HR 1-2020 REVISED as Appendix 3, **BE APPROVED**.

**Carried**

**Councillor Information Request(s):**

Committee suggested the following amendments to the policy:

- attendance at meetings, in particular mandatory attendance at interviews
- the possibility of electronic participation in some format
- the opportunity for members of previous recruitment committees to provide advice to the new committee

6.2 HR 2-2020

Citizen Appointments to Women's Advisory Committee

Moved by Councillor Butters

Seconded by Councillor Diodati

That Report HR 2-2020, dated February 12, 2020, respecting Citizen Appointments to Women's Advisory Committee, **BE RECEIVED** and the following recommendation **BE APPROVED**:

1. That the recommendation confirming the citizen appointments for the Women's Advisory Committee, contained in Confidential Appendix I to Report HR 2-2020, **BE APPROVED**.

**Carried**

6.3 CSD 4-2020 REVISED

Appointments to the Licensing Appeals Committee

Angelo Apfelbaum, Manager, Business Licensing, provided information respecting Citizen Appointments to the Licensing Appeals Committee. Topics of the presentation included:

- Why Citizen Appointments?
- Eligibility for Appointment
- Reporting Structure for Decisions

Committee members had requested information respecting Confidential Appendix 1 to Report CSD 4-2020 REVISED, therefore, the consideration of this item was moved to follow closed session (Agenda Item 9.0).

**7. CONSENT ITEMS FOR INFORMATION**

Moved by Councillor Diodati  
Seconded by Councillor Heit

That the following items **BE RECEIVED** for information:

CSD 13-2020

Disposition Strategy for Lands Previously Declared Surplus

CSC-C 4-2020

Update on Recommendations from Report CAO 17-2019 - Recommendations from the Ontario Ombudsman Report "Inside Job" November 2019

**Carried**

**8. OTHER BUSINESS**

**8.1 Canadian Coalition of Inclusive Municipalities**

Councillor Ip requested an update on the status of Niagara Region joining the Canadian Coalition of Inclusive Municipalities. Ann-Marie Norio, Regional Clerk, advised that staff are finalizing the necessary documentation to complete the membership process.

**9. CLOSED SESSION**

Moved by Councillor Redekop  
Seconded by Councillor Easton

That the Corporate Services Committee **DO NOW MOVE** into closed session to receive confidential information respecting:

A Matter Respecting Personal Matters About Identifiable Individuals –  
Recommended Citizen Appointments to the Licensing Appeals Committee

**Carried**

Committee resolved into closed session at 10:39 a.m.

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

Committee reconvened in open session at 10:42 a.m. with the following individuals in attendance:

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

Absent/Regrets: Fertich

Staff: A. Apfelbaum, Manager, Business Licensing, H. Chamberlain, Director, Financial Management & Planning/Deputy Treasurer, T. Harrison, Commissioner/Treasurer, Corporate Services, K. Lotimer, Legislative Coordinator, A.-M. Norio, Regional Clerk

**10.1 CSD 4-2020 REVISED**

Appointments to the Licensing Appeals Committee

Moved by Councillor Redekop  
Seconded by Councillor Whalen

That Report CSD 4-2020 REVISED, dated February 12, 2020, respecting Appointments to the Licensing Appeals Committee, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the recommendation contained in Confidential Appendix 1 to Report CSD 4-2020 REVISED, **BE APPROVED** confirming the citizen appointments to the Licensing Appeals Committee; and
2. That the Licensing Appeals Committee Terms of Reference (Appendix 2 of Report CSD 4-2020 REVISED), **BE APPROVED**.

**Carried**

**10.2 Confidential CSC-C 3-2020**

A Matter of a Proposed or Pending Acquisition or Disposition of Land by Niagara Region - Disposition Strategy for Lands Previously Declared Surplus

Moved by Councillor Rigby  
Seconded by Councillor Edgar

That Confidential Correspondence Item CSC-C 3-2020, being a memorandum from B. Menage, Director, Procurement & Strategic Acquisitions, dated February 12, 2020, respecting A Matter Respecting a Proposed or Pending Acquisition of Land by Niagara Region – Disposition Strategy for Lands Previously Declared Surplus, **BE RECEIVED** for information.

**Carried**

10.3 Confidential CSD 12-2020

A Matter Respecting a Proposed Acquisition of Land by the Municipality - Public Health Lease Extension, 3550 Schmon Parkway, Thorold

Moved by Councillor Redekop  
Seconded by Councillor Diodati

That Confidential Report CSD 12-2020, dated February 12, 2020, respecting A Matter Respecting a Proposed Acquisition of Land by the Municipality - Public Health Lease Extension, **BE RECEIVED** and the recommendations contained therein **BE APPROVED**.

**Carried**

11. **NEXT MEETING**

The next meeting will be held on Wednesday, March 11, 2020 at 9:30 a.m. in the Council Chamber, Regional Headquarters.

12. **ADJOURNMENT**

There being no further business, the meeting adjourned at 10:46 a.m.

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Councillor Foster  
Committee Chair

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Kelly Lotimer  
Legislative Coordinator

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Ann-Marie Norio  
Regional Clerk