



Minutes
Special Council meeting
Municipality of West Grey
Tuesday, February 23, 2021, 9 a.m.
Virtual meeting

Council members present: Mayor Christine Robinson, Deputy Mayor Tom Hutchinson, Councillor Beth Hamilton, Councillor Doug Hutchinson, Councillor Geoffrey Shea, Councillor Stephen Townsend

Regrets: Councillor Rebecca Hergert

Staff members present: CAO/Deputy Clerk Laura Johnston, , Director of Administration/Clerk Genevieve Scharback, Director of Infrastructure and Public Works Vance Czerwinski, Director of Finance/Treasurer Kerri Mighton, Recreation Supervisor Kodey Hewlett, West Grey Chief of Police Rob Martin, Director of Development/CBO Karl Schipprack, West Grey Fire Chief Phil Schwartz, Manager Planning & Development Lorelie Spencer

1. Call to order

Mayor Robinson called the meeting to order at 9 a.m.

Recreation Supervisor Hewlett reviewed instructions regarding how to join the meeting via Zoom or telephone.

2. Moment of reflection

Mayor Robinson called for a moment of reflection.

3. Declaration of pecuniary interest and general nature thereof

None.

4. Presentations

4.1 West Grey Police Services Board budget

Resolution: 120-2021

Moved: Deputy Mayor Hutchinson

Seconded: Deputy Mayor Hutchinson

That council hereby approves the West Grey Police Services Board request dated February 19, 2021, being that the West Grey Police Services Board respectfully asks West Grey Council for additional time to prepare their 2021 budget presentation.

Disposition: Carried

5. Closed session

Resolution: 121-2021

Moved: Councillor Townsend

Seconded: Councillor Hutchinson

That council hereby proceeds into closed session with the CAO/deputy clerk, director of administration/clerk, director of finance/treasurer at 9:05 a.m. for the purpose of discussing personal matters about an identifiable individual, including municipal or local board employees.

Disposition: Carried

6. Matters arising from the closed session

Mayor Robinson reported that in closed session council addressed personal matters about an identifiable individual, including municipal or local board employees and provided direction to staff regarding the 2021 wage grid.

Resolution: 122-2021

Moved: Councillor Townsend

Seconded: Councillor Hutchinson

That council hereby approves a four month leave of absence for Councillor Hergert, effective February 23, 2021.

Disposition: Carried

7. Staff reports

7.1 Director of Finance/Treasurer

7.1.1 Council remuneration update

Resolution: 123-2021

Moved: Councillor Hamilton

Seconded: Councillor Shea

Council remuneration update be received for information.

Disposition: Carried

8. New business

8.1 Notice of motion - council remuneration

Resolution: 124-2021

Moved: Councillor Hutchinson

Seconded: Deputy Mayor Hutchinson

Whereas the Consolidated Organizational Review 2020 makes a recommendation re the Council Remuneration based on local comparators; and

Whereas the consultant recommends that council discontinue the practice of paying per diems for meetings and implement a base pay program; and

Whereas the understanding is that the mayor will re-align committee council appointments so as to be fair and equitable for all members; and

Whereas West Grey council is striving for fair and equitable compensation for all staff and council plus aiming for efficiencies in our accounting department; and

Whereas West Grey council moved by Resolution 40-2021 during the January 20th, 2021 Special Council Meeting that compensation be based on the 2019 actuals of \$31,100 for the mayor and \$21,700 for the deputy mayor and councillors; and

Whereas the consultant recommends that West Grey move to a more equitable and in-line compensation package with our local comparators;

Therefore be it resolved that council move to compensate council based on the market median as stated on page 13 of the Consolidated Organizational Review 2020, which is one level below the 55th percentile as recommended by the consultant, Mayor \$34,578, Deputy Mayor \$26,200, Councillor \$21,130 (Plus a 1.5% increase to councillor pay so as to perceive no pay cut = \$21,447)

Disposition: Carried

8.2 Notice of motion - conference and seminar policy

Resolution: 125-2021

Moved: Councillor Townsend

Seconded: Councillor Shea

Whereas bylaw 72-2018, outlines the Conference and Seminar Policy for Council and Staff of the Municipality of West Grey; and

Whereas the current version of the conference and seminar policy includes the following three (3) specific terms, for both council and staff:

- i. The maximum number of conferences and seminars that can be attended each year, for which the expenses incurred are eligible for submission to the municipality for reimbursement; and
- ii. A commitment by the municipality to pay each attendee a per diem rate for each day or part day the attendee is away from home, including a travel day; and
- iii. A commitment by the municipality to cover the conference or seminar expenses related to travel, accommodation, meals, parking and eligible sundries, for each attendee; and

Whereas the bylaw was developed when conferences and seminars were primarily offered and held as in-person events; and

Whereas as a result of COVID-19, 2020 conferences and seminars were primarily offered and held online, resulting in an estimated (relative) reduction of approximately 50% in expenses, directly related to the reduction in travel, accommodation, parking, meals and other sundry expenses; and

Whereas the expectation for future conferences and seminars is to offer and hold them either in-person, online or both, so the conference and seminar policy going forward will need to address this variety of options;

Therefore be it resolved that council directs staff to revise bylaw 72-2018, as follows:

- a. Replace the number of days, with a maximum dollar amount (reflecting cost reductions to encourage attendees to select online education where offered), available annually to each of council and staff, to attend conferences and seminars, or other education opportunities directly related to their role / career, noting each person may choose how to spend the funds.
- b. Revise bylaw 72-2018, to address the shift in how conference, seminar or other education opportunity expenses are / will be incurred in the future, ensuring at least the following are addressed:
 - i. The remuneration for each day or part day the conference, seminar or other education opportunity held online is attended, with no travel allowance; and
 - ii. Defining the other expenses, if any, covered by the municipality, for a conference, seminar or other education opportunity attended online.
 - iii. Identify, and revise, other areas within bylaw 72-2018 where changes are required, if any.
- c. Identify the financial impact of the above so it's reflected in the approved West Grey 2021 budget.

Disposition: Carried

Resolution: 126-2021**Moved:** Councillor Townsend**Seconded:** Councillor Hamilton

Council directs that a report be brought to the next budget meeting providing the status of the draft 2021 budget, including grant requests, decisions and pre-approvals to date, and a refined estimate of the police building costs for 2021; and further

That the remaining operational budgets be presented at the next budget meeting.

Disposition: Carried

Council recessed at 12:27 p.m. Council reconvened at 1:02 p.m.

9. 2021 capital budget

Director of finance/treasurer Mighton reviewed the draft capital budget and clarified various items for council's information.

Deputy Mayor Hutchinson assumed the chair at this time, 1:50 p.m. as the mayor's connection to the meeting was lost. Council recessed at 1:50 p.m. and reconvened at 2 p.m.

Resolution: 127-2021**Moved:** Councillor Hamilton**Seconded:** Councillor Townsend

That council utilizes the special meeting on March 30, 2021 for the purpose of reviewing and endorsing the three bridge rationalization reports in the West Grey bridge study.

Disposition: Carried

Deputy Mayor Hutchinson passed the chair back to the mayor at this time, 2:29 p.m.

Council recessed at 3:24 p.m. Council reconvened at 3:40 p.m.

Resolution: 128-2021**Moved:** Councillor Hamilton**Seconded:** Councillor Townsend

That the following amendments be included in the draft 2021 capital budget:

- Remove Normanby arena hall renovation reserve (\$32,500)
- Defer Neustadt arena ball diamond lights project (\$30,000)
- Add transfer from Durham arena reserve for humidifiers (\$36,000)
- Add transfer from municipal capital facilities reserve for Durham arena humidifiers (\$7,000)
- Add transfer from Develop Charges Reserve for Durham Road E survey (\$20,000)
- Add Elmwood community centre capital request increase (\$2,000)
- Add increase to library capital for Durham branch flooring (\$10,000)
- Add transfer from municipal capital facilities for library flooring project (\$10,000)
- Add SVCA Neustadt dam gabion baskets (\$10,000)
- Fund Neustadt dam gabion baskets from dam reserve (\$10,000)
- Add Durham sewer projects \$40,500 funded from water/sewer users
- Add Durham water projects \$15,500 funded from water/sewer users

Disposition: Carried**10. Adjournment****Resolution: 129-2021****Moved:** Deputy Mayor Hutchinson**Seconded:** Councillor Shea

That we do now adjourn at 3:51 p.m., to meet again on March 2, 2021 at 9 a.m. or at the call of the chair.

Disposition: Carried

 Mayor Christine Robinson

 Clerk Genevieve Scharback