

CORPORATION OF THE COUNTY OF PRINCE EDWARD

January 24, 2013

A meeting of Prince Edward County Committee of the Whole was held on January 24, 2013, at 1:00 p.m. in the Council Chambers, Shire Hall, Picton with the following members present:

Mayor	Peter A. Mertens
Ward 1 (Picton) Councillor	Bev Campbell
Ward 2 (Bloomfield) Councillor	Barry Turpin
Ward 3 (Wellington) Councillor	Jim Dunlop
Ward 4 (Ameliasburgh) Councillor	Janice Maynard
Ward 4 (Ameliasburgh) Councillor	Nick Nowitski
Ward 4 (Ameliasburgh) Councillor	Dianne O'Brien
Ward 5 (Athol) Councillor	Jamie Forrester
Ward 6 (Hallowell) Councillor	Heather Campbell
Ward 6 (Hallowell) Councillor	Keith MacDonald
Ward 7 (Hillier) Councillor	Alec Lunn
Ward 8 (North Marysburgh) Councillor	Robert Quaiff, Chair
Ward 9 (South Marysburgh) Councillor	Barbara Proctor
Ward 10 (Sophiasburgh) Councillor	Kevin Gale
Ward 10 (Sophiasburgh) Councillor	Terry Shortt, Vice Chair

Regrets:

Ward 1 (Picton) Councillor	Brian Marisett
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Staff Present:

Chief Administrative Officer	Merlin Dewing
Commissioner of Corporate Services and Finance	Susan Turnbull
Commissioner of Engineering, Development and Works	
Director of Finance	Robert McAuley
Deputy Clerk	James Hepburn
	Kim White

1. Call to Order

The meeting was called to order at 1:00 p.m.

2. Confirmation of Agenda

2.1 Motion to Confirm Agenda

Motion CW-32-2013

Moved by Mayor Mertens
Seconded by Councillor H. Campbell

THAT the agenda for the Committee of the Whole meeting of January 24, 2013 be confirmed.

Prior to voting on **Motion CW-32-2013** the following amending motion was put forward:

Amending Motion CW-33-2013

Moved by Mayor Mertens
Seconded by Councillor H. Campbell

THAT representation at the Rural and Small Urban Green Energy Symposium being held on February 22, 2013 be added to the agenda as item 7.10.

**CARRIED with a
2/3 majority**

A vote was then taken on **Motion CW-32-2013 as Amended** as follows:

THAT the agenda for the Committee of the Whole meeting of January 24, 2013 be confirmed, as amended to include the Rural and Small Urban Green Energy Symposium as agenda item 7.10.

CARRIED

3. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest declared at this time.

4. Deputations - Listed

4.1 Public Input on the Proposed Purchasing By-law (Agenda item 7.1)

4.1.1 Ken Campbell addressed Committee regarding the proposed purchasing by-law and provided a diagram entitled "The Four T's of Risk Management".

Motion CW-34-2013

Moved by Councillor O'Brien
Seconded by Councillor Gale

THAT the deputation by Ken Campbell regarding the proposed Purchasing By-law be received.

CARRIED

Committee of the Whole Minutes

Thursday, January 24, 2013

Adopted as amended by Council on February 12, 2013

- 4.2 Deputation by John Robertson, Project Coordinator, Quinte Local Immigration Partnership to provide a presentation on making the Quinte Area a welcoming community and to provide strategic recommendations for municipalities.

Motion CW-35-2013

Moved by Mayor Mertens

Seconded by Councillor Dunlop

THAT the presentation by John Robertson, Project Coordinator, Quinte Local Immigration Partnership regarding a presentation on making the Quinte Area a welcoming community and to provide strategic recommendations for municipalities, be received.

CARRIED

- 4.3 Deputation by President and CEO Mary Clare Egberts, Vice President and Chief Nursing Officer Katherine Stansfield, Board Chair Brian Smith and Director of Communications Susan Rowe, Quinte Health Care regarding "Proposed Solution for Closing the Funding Gap at Quinte Health Care".

Motion CW-36-2013

Moved by Councillor Dunlop

Seconded by Councillor Maynard

THAT the deputation by President and CEO Mary Clare Egberts, Vice President and Chief Nursing Officer Katherine Stansfield, Board Chair Brian Smith and Director of Communications Susan Rowe, Quinte Health Care regarding Proposed Solution for Closing the Funding Gap at Quinte Health Care" be received.

CARRIED

5. Deputations from the Audience on items listed on the Agenda

The following persons addressed Committee regarding agenda item 4.3 as it relates to Quinte Health Care and Prince Edward Memorial Hospital.

- 5.1 Dr. Elizabeth Christie, Family Physician, Emergency Physicians and Inpatient Physician in Picton, and President of the Prince Edward Family Health Team
- 5.2 Leo Finnegan, Member of Prince Edward Hospital Foundation
- 5.3 Robert Williams
- 5.4 Rod DeCourcy-Ireland
- 5.5 Eleanor Lindsey-MacDonald
- 5.6 Nancy Parks, Hospice Prince Edward
- 5.7 John Clarke
- 5.8 Monica Alyea

Motion CW-37-2013

Moved by Councillor Proctor
Seconded by Mayor Mertens

THAT the deputations by Dr. Elizabeth Christie, Leo Finnegan, Robert Williams, Rod DeCourcy-Ireland, Eleanor Lindsey-MacDonald, Nancy Parks, John Clarke and Monica Alyea regarding the proposed solutions for closing the funding gap at Quinte Health Care, Prince Edward Memorial Hospital site be received.

CARRIED

Motion CW-38-2013

Moved by Councillor B. Campbell
Seconded by Councillor Proctor

THAT staff be requested to report to the February 12, 2013 meeting of Council with an analysis of the implications to the municipality of Quinte Health Care's proposed changes to the Prince Edward County Memorial Hospital, including any possible actions, solutions or mitigations that the County could initiate.

CARRIED

6. Determination of Items Requiring Separate Discussion and Adoption of remaining items

The following items 7.1, 7.5, 7.9 and 7.10 were pulled for separate discussion.

7. Action Items for Consideration

Motion CW-39-2013

Moved by Mayor Mertens
Seconded by Councillor Gale

THAT the following Action Items for Consideration be adopted and the recommendations contained therein be approved:

- 7.2 Report of the Engineering, Development and Works Commission, dated January 24, 2013, regarding consultant selection and contract award for the Official Plan Project

THAT the report of the Engineering, Development and Works Commission, dated January 24, 2013, regarding consultant selection and contract award for the Official Plan Project be received; and

THAT The Planning Partnership be awarded the contract for the Official Plan Project - Phase 2 at a cost of \$174,982.45 plus HST.

- 7.3 Report of the Engineering, Development and Works Commission dated January 24, 2013 regarding further amendments to Parking By-law No. 1475-2005 as amended

THAT the report of the Engineering, Development and Works Commission dated January 24, 2013 regarding further amendments to Parking By-law No. 1475-2005 as amended, be received; and

THAT Parking By-law No. 1475-2005 as amended be further amended as follows:

1. Schedule #3 – PICTON – Disabled Parking Schedule, Remove “268 Main Street, McDougall/Stanton Insurance” and add “272 Main Street, CIBC” with the location description of “Main Street – Southeast side” to remain.

- 7.4 Councillor Gale regarding a Civic Recognition Nomination

THAT a Civic Recognition Nomination for Hugh Heal, for his dedication and volunteer work in restoring, rebuilding and uprighting more than 500 old pioneer monuments located in over 18 Pioneer Cemeteries throughout the County of Prince Edward, be approved; and

THAT a Civic Recognition Award be presented to Mr. Heal at a future Council meeting.

- 7.6 Report of the Corporate Services and Finance Committee dated January 24, 2013 regarding 2013 Temporary Borrowing

THAT the report of the Corporate Services and Finance Committee dated January 24, 2013 regarding 2013 Temporary Borrowing be received; and

THAT a by-law to provide for the temporary borrowing of monies for the Corporation of the County of Prince Edward for the year 2013 be approved.

- 7.7 Report of the Corporate Services and Finance Commission dated January 24, 2013 regarding Interim Tax Levy

THAT the report of the Corporate Services and Finance Commission dated January 24, 2013 regarding Interim Tax Levy be received; and

THAT a By-law be approved to provide for an Interim Tax Levy for 2013, to provide for the payment of taxes by installment on or before the due date of March 15, 2013, and to provide for penalty and interest charges on taxes in default.

7.8 Report of the Corporate Services and Finance Commission dated January 24, 2013 regarding Due Dates for Final Tax Notices

THAT the report of the Corporate Services and Finance Commission dated January 24, 2013 regarding Due Dates for Final Tax Notices be received;

THAT the due date for the first installment of the Final Tax Levy for properties in the Residential/Farm, Pipeline, Farmland and Managed Forest property classes be June 15th;

THAT the due date for the First Installment of the Final Tax Levy for properties in the Multi-Residential, Commercial and Industrial property classes be September 15th; and

THAT a Notice of this change be included with the 2013 Interim Tax Notices.

CARRIED

7.1 Report of the Corporate Services and Finance Commission regarding the Purchasing By-law dated December 6, 2012
(Referred by Committee of the Whole Motion CW-416-2012 from the meeting held on December 6, 2012)

James Hepburn, Director of Finance provided an overview entitled 'Highlights of the new Purchasing By-law' and distributed a document entitled 'Approval Authority Summary'.

Councillor Gale left the meeting at this time.

Councillor Nowitski left the meeting at this time.

Motion CW-40-2013

Moved by Councillor B. Campbell
Seconded by Councillor Lunn

THAT the provisions of the Procedure By-law be waived to permit the meeting to continue beyond the three-hour time limit.

CARRIED

Motion CW-41-2013

Moved by Councillor O'Brien
Seconded by Councillor Lunn

THAT the report of the Corporate Services and Finance Commission regarding the Purchasing By-law dated December 6, 2012 be received; and

THAT the revised Purchasing By-law (Attachment 1) be approved and replace the existing Purchasing By-law 1636-2005.

Prior to voting on **Motion CW-41-2013** the following Amending Motion was put forward:

Amending Motion CW-42-2013
Moved by Councillor O'Brien
Seconded by Councillor MacDonald

THAT the revised Purchasing By-law be amended to add a new section to Section 21 Exercise of Contract Renewal Options in Schedule 'B' as follows:

21.3)The total length of any contract including extensions shall not exceed four years, unless approved by Council.

CARRIED

Prior to voting on **Motion CW-41-2013** the following further Amending Motion was put forward:

Amending Motion CW-43-2013
Moved by Councillor O'Brien
Seconded by Councillor MacDonald

THAT the revised Purchasing By-law be amended to adjust the Approval Authorities as set out in Section 6.5 of Schedule A as follows:

Up to \$50,000	Commissioner
Up to \$100,000	Chief Administrative Officer
Over \$100,000	Council

CARRIED

Prior to voting on **Motion CW-41-2013** the following further Amending Motion was put forward:

Amending Motion CW-44-2013
Moved by Councillor Forrester
Seconded by Councillor MacDonald

THAT Section 6.6.1 be amended to include the following provision:

THAT anytime there is a reallocation of funds greater than \$25,000, Council is to be provided with a report and reasoning for the reallocation on the monthly correspondence listing;

THAT Section 6.7.1 be amended to include the following provision:

THAT anytime there is a reallocation of non-budgeted funds greater than \$25,000, Council is to be provided with a report and reasoning for the reallocation on the monthly correspondence listing.

CARRIED

Prior to voting on **Motion CW-41-2013** the following further Amending Motion was put forward:

Amending Motion CW-45-2013

Moved by Councillor O'Brien

Seconded by Councillor Forrester

THAT the revised Purchasing By-law be amended to indicate that staff shall report monthly on the correspondence listing to Council with the details of any formal competitive bids awarded without Council approval.

CARRIED

Prior to voting on **Motion CW-41-2013** the following further Amending Motion was put forward:

Amending Motion CW-46-2013

Moved by Councillor Shortt

Seconded by Councillor O'Brien

THAT the revised Purchasing By-law be amended to include open disclosures on Plan Takers on projects exceeding \$100,000.

CARRIED

A vote was then taken on **Motion CW-41-2013 as Amended** as follows:

THAT the report of the Corporate Services and Finance Commission regarding the Purchasing By-law dated December 6, 2012 be received;

THAT the revised Purchasing By-law (Attachment 1) be approved, as amended, and replace the existing Purchasing By-law 1636-2005;

Add a new section to Section 21 Exercise of Contract Renewal Options in Schedule 'B' as follows:

21.3) The total length of any contract including extensions shall not exceed four years, unless approved by Council.;

Adjust the Approval Authorities as set out in Section 6.5 of Schedule A as follows:

**Up to \$50,000 Commissioner
Up to \$100,000 Chief Administrative Officer
Over \$100,000 Council;**

**Section 6.6.1 be amended to include the following provision:
Anytime there is a reallocation of funds greater than \$25,000, Council is to be provided with a report and reasoning for the reallocation on the monthly correspondence listing;**

**Section 6.7.1 be amended to include the following provision:
Anytime there is a reallocation of non-budgeted funds greater than \$25,000, Council is to be provided with a report and reasoning for the reallocation on the monthly correspondence listing.;**

THAT the Purchasing By-law be amended to indicate that staff shall report monthly to Council on the correspondence listing with the details of any formal competitive bids awarded without Council approval; and

THAT the Purchasing By-law be amended to include open disclosures on Plan Takers on projects exceeding \$100,000.

GARRIED***

Council at the meeting held on February 12, 2013 amended Motion CW-41-2013 by Council Motion 2013-99 as Amended to read as follows:

THAT the following motion (CW-41-2013) of the Committee of the Whole from the meeting held on January 24, 2013 at 1:00 p.m. be approved:

"THAT the report of the Corporate Services and Finance Commission regarding the Purchasing By-law dated December 6, 2012 be received;

THAT the revised Purchasing By-law (Attachment 1) be approved, as amended, and replace the existing Purchasing By-law 1636-2005;

Add a new section to Section 21 Exercise of Contract Renewal Options in Schedule 'B' as follows:

21.3) The total length of any contract including extensions shall not exceed four years, unless approved by Council;

Adjust the Approval Authorities as set out in Section 6.5 of Schedule A as follows:

**Up to \$50,000 Commissioner
Up to \$100,000 Chief Administrative Officer
Over \$100,000 Council;**

**THAT Section 6.6.1 be amended to include the following provision:
Anytime there is a reallocations of funds Council is to be provided with a report and reasoning for the reallocation for approval;**

**THAT Section 6.7.1 be amended to include the following provision:
Anytime there is an expenditure of non-budgeted funds Council is to be provided with a report and reasoning for the reallocation for approval.**

THAT the Purchasing By-law be amended to indicate that staff shall report monthly to Council on the correspondence listing with the details of any formal competitive bids awarded without Council approval; and

THAT the Purchasing By-law be amended to include open disclosures on Plan Takers on projects exceeding \$100,000."

CARRIED

7.5 Councillor Proctor regarding a request from the Heart & Stroke Foundation for Council's endorsement of the "How to Save a Life Campaign"

Motion CW-47-2013

Moved by Councillor Proctor
Seconded by Councillor H. Campbell

THAT the request from the Heart & Stroke Foundation for Council's endorsement of the "How to Save a Life Campaign" be received;

THAT a letter be sent to the Minister of Health and Long-Term Care in support of the Heart and Stroke Foundation's request, that the script for emergency medical dispatchers be revised to provide the most compelling, clear and mandatory CPR direction in all cases of cardiac arrest; and

THAT the memo from the Health and Safety Officer dated January 21, 2013 be attached to the letter of support sent to the Minister of Health and Long-Term Care.

CARRIED

- 7.9 Report of Mayor Mertens dated January 24, 2013 regarding the Chief Administrative Officer Priorities for 2013

Councillor Lunn left the meeting at this time.

Motion CW-48-2013

Moved by Councillor Shortt

Seconded by Councillor H. Campbell

THAT the report of Mayor Mertens dated January 24, 2013 regarding the Chief Administrative Officer Priorities for 2013 be received; and

THAT the following 2013 priorities for the Chief Administrative Officer be adopted:

- 1. Execute operational changes necessary to support and implement the new organizational structure including role clarity and training for staff.**
- 2. Finalize the long-term financial plan and policies.**
- 3. Monitor progress on the Community Development Strategic Plan and define roles and deliverables for the Community Development Department.**
- 4. Complete and commence implementation of the County Affordable Housing Strategy.**
- 5. Complete the Corporate Strategic Plan.**
- 6. Monitor and report on Departmental priorities:
Roads Needs Study
Official Plan
Secondary Plans
Land Divestiture
Master Fire Plan
Waste Management Master Plan**

CARRIED

7.10 Rural and Small Urban Green Energy Symposium

Motion CW-49-2013

Moved by Mayor Mertens
Seconded by Councillor B. Campbell

THAT Council Quaiff represent the County of Prince Edward at the Rural & Small Urban Green Energy Symposium being held on February 22, 2013.

CARRIED

8. Closed Session

Committee agreed that due to the lateness of this meeting, to defer the closed session matter to the February 12, 2013 Council meeting.

Deferral Motion CW-50-2013

Moved by Councillor O'Brien
Seconded by Councillor MacDonald

THAT the closed session matter respecting upcoming CUPE negotiations as listed on the closed session agenda be deferred to the February 12, 2013 Council meeting.

CARRIED

9. Adjournment

9.1 Motion to Adjourn

Motion CW-51-2013

Moved by Councillor Shortt
Seconded by Councillor MacDonald

THAT this meeting now adjourn at 5:28 p.m.

CARRIED

Victoria Leskie, CLERK

Peter A. Mertens, MAYOR