



## Corporate Services Committee Minutes

October 6, 2016  
1:21 p.m.  
Council Chambers  
Walkerton, Ontario

**Present:** Warden Mitch Twolan  
Councillors Robert Buckle, Paul Eagleson, David Inglis, Janice Jackson,  
Milt McIver and Mike Smith

**Staff:** Kelley Coulter, Chief Administrative Officer  
Darlene Batte, Administrative Assistant  
Bettyanne Cobean, Director of Corporate Services

**Regrets:** Councillor Anne Eadie

### 1. Pecuniary Interest

There were no declarations of pecuniary interest.

### 2. Action Items

#### A. Renovations Park Street Administration Centre

Moved by Councillor Mike Smith  
Seconded by Councillor Robert Buckle

That further renovations to the Park Street Administration Centre totaling to a maximum of \$50,000 be approved and financed from the Working Capital reserve to be repaid in ten (10) equal annual instalments.

Carried

#### B. Naming of Meeting Rooms - Park Street Administration Centre

Moved by Councillor Mike Smith  
Seconded by Councillor Janice Jackson

That the meeting rooms at the Park Street Administration Centre be named as follows:

Room 1 in the Office of the CAO/Warden - The Bruce Room  
Room 2 - The Saugeen Room

Room 3 - The Huron Room  
Corporate Services Meeting Room in the ITS wing - The Georgian Room

The Councillor's Lounge and Council Chambers will remain as is.

Carried

**C. Presentation of 2017 Annual Business Plans and Budgets**

Staff in attendance- Christine MacDonald, Director of Social Services and Housing, Angela Schmidt, Social Services, Cathy McGirr, Museum Director, Melissa Legacy, Director of Library Services, Ray Lux, Acting Director - Paramedic Services, Marianne Nero, Director of Human Resources, Charlie Young, Director of Health Services, Susan Petrik, Deputy Treasurer, Brian Knox, Engineer and Sherri Dillon, Office Manager, Highways.

2017 Annual Business Plans were presented for the following:

- Social Services and Housing
- Long Term Care
  - Brucelea Haven
  - Gateway Haven

2017 Budgets were presented for the following:

- Social Services and Housing
- Long Term Care
  - Brucelea Haven
  - Gateway Haven
- Highways
- Consolidated

The Annual Business Plans and 2017 budgets were received for information for consideration in the 2017 budget deliberations.

Discussion on the financial request from Saugeen Valley Children's Safety Village was deferred for consideration as part of the 2017 budget deliberations. As recommended by the CAO, staff will prepare a summary report for presentation to the Corporate Services Committee October 13, 2016.

**3. Information Items**

The following reports were received for information:

- Tax Stabilization Reserve
- Integrated Energy Performance Project; and,
- Purchasing Manager Recruitment

**4. Closed Meeting**

Moved by Councillor Janice Jackson  
Seconded by Councillor Robert Buckle

That the Committee move into a closed meeting to discuss the Reorganization of the Legislative Services Division of Corporate Services

pursuant to section 239 (2) (b) of the Municipal Act related to personal matters about an identifiable individual, including municipal or local board employees.

Carried

5. **Rise and Report**

Moved by Councillor Paul Eagleson  
Seconded by Councillor Milt McIver

That the Committee rise and report from the closed meeting.

Carried

6. **Reorganization of the Legislative Services Division of Corporate Services**

Moved by Councillor Mike Smith  
Seconded by Councillor David Inglis

That effective January 1, 2017 Donna Van Wyck be promoted to Clerk and Darlene Batte be promoted to Executive Assistant to the CAO/Warden and Deputy Clerk; and,

That the Legislative Services Program be reassigned to the Office of the CAO also effective January 1, 2017; and,

That the vacant undefined position in the Corporate Services Department be defined as an Information Assistant reporting to the Director of Corporate Services, providing resident and client support from the physical work station located in the atrium of the Park Street Administration Centre along with administrative support to the Corporate Services Department.

Carried

7. **Next Meeting**

The next meeting of the Corporate Services Committee will take place on Thursday, October 13, 2016 in the Council Chambers, County Administration Centre, Walkerton, Ontario

8. **Adjournment**

Moved by Councillor Janice Jackson  
Seconded by Councillor Milt McIver

That the meeting of the Corporate Services Committee adjourn at 3:25 p.m.

Carried