



Corporate Services Committee Agenda

Thursday, July 6, 2017
Township of Huron-Kinloss Council Chambers
Ripley, Ontario

1. Declaration of Pecuniary Interest

2. Action Items

A. Cayley Street Lease Renewal

3. Information Items

A. Five Month Financial Review

B. Summary of Tenders

C. 2015 Annual Energy Consumption and Gas House Emissions

D. Grey Bruce Health Unit - 2016 Surplus

4. Next Meeting Date

August 3, 2017

5. Adjournment



Committee Report

To: Warden Mitch Twolan
Members of the Corporate Services Committee

From: Bettyanne Cobean, C.M.O.
Director of Corporate Services

Date: July 6, 2017

Re: Cayley Street Lease Renewals

Recommendation:

That the Cayley Street Lease Renewal for Lease L-7789 be approved; and that a By-Law be introduced to authorize the execution of the Lease Agreement.

Background:

The current leases for the Cayley Street facility are in renewal state and negotiations with CBRE Limited, the property and land management firm engaged by Ontario Infrastructure and Land Corporation, the agent for the Crown (the tenant) are complete for the main court building at 207 Cayley Street.

The lease for the main Court Building expires December 31, 2017 and the Crown Attorney and Land Registry Building leases expire March 31, 2018. I have been discussing the tenant leasehold improvements with the Transaction Manager at CBRE Limited. The Transaction Manager is extremely pleased with the facility and the maintenance and upkeep. He indicated that in speaking with the staff at the three buildings, that he received nothing but positive feedback and praise for the maintenance staff and the landlord (the County). No lease improvements are being requested at the time of this renewal.

We continue to be proactive with the facility, recognizing its age, but also its potential. A 5% increase to the base rate over the term of the five-year lease has been agreed to by the tenant. The rate would increase to \$10.75 per square foot in addition to operating costs based on actuals. Operating costs are approximately \$10.95 per square foot for a total square foot lease at \$21.70.



Ontario Infrastructure and Lands Corporation applies a real estate fee of \$1.50 per square foot of the rentable area of the premises plus applicable sales taxes to the brokerage (CBRE). This real estate fee is common across the Province and is repaid during the term of the lease although the landlord is required to pay the brokerage fees in year one. I negotiated with CBRE Limited in order that the first year per square footage rate be increased to \$12.25 (\$10.75 + \$1.50) to recover the real estate fee in year one, rather than over the five year term

of the lease, to which they have agreed. As well, they have agreed to remove the 90 day termination clause.

Once lease negotiations have been agreed upon for the remaining leases, I will report the results to the Committee and a by-law will also be required to authorize the execution of the remaining lease agreements.

Financial/Staffing/Legal/ITS Consideration:

There are no staffing, legal or IT considerations associated with this report. Financial implications are identified in the following table:

Lease #	L-7789
Location	207 Cayley Street, Walkerton
Expiry Date	December 31, 2017
Description	Court House
Rentable Square Footage	18,095
Current Rate (p.s.f.)	\$10.25
Proposed Rate (2018) (p.s.f.)	\$10.75
Real Estate Fees (p.s.f.)	\$1.50
Operating Costs (2016) (p.s.f.)	\$10.95
Annual Increase	\$9,047.50

Interdepartmental Consultation:

None



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Link to Strategic Goals and Elements:

None

Approved by:

Kelley Coulter
Chief Administrative Officer



Committee Report

To: Warden Mitch Twolan
Members of the Corporate Services Committee

From: Bettyanne Cobean, C.M.O.
Director of Corporate Services

Date: July 6, 2017

Re: Five Month Financial Statement Review May 31, 2017

Recommendation:

The Five Month Financial Statement Review May 31, 2017 Report is for information.

Background:

It has been recognized that a five-month statement is more valuable than a six-month statement in order to correct any problem areas earlier in the year. Finance staff have been meeting with the various Directors and Managers to review the financial statements and review projections based on current activity and trending.

The purpose of this report is to highlight problem areas which need to be monitored closely so that the over-expenditure is mitigated, reduced or a method of financing is applied. It also identifies areas where revenues may result in a shortfall.

CAO Office

- No significant variances to report as of May 31, 2017.

Corporate Services

- Utilities are projecting an overall surplus of \$21,000. Hydro costs per kilowatt-hour was lower during the first five months of the year compared to 2016 and the unbudgeted 8% rebate along with the increase in the 2017 budget contributes to this surplus.
- Salaries and benefits are trending towards a slight surplus at year-end. An earlier than expected Maternity Leave, and a vacancy are the cause of the current results. The surplus will be eliminated as the new structure for the Information Technology and Facilities Division are implemented.



Human Resources

- Overall, the Human Resources Department is projecting a small surplus created by projected savings in Salary and Benefit costs. This will be eliminated as two students are included in this years spending that were not reflected in the prior years spending pattern
- Consulting Services and Computer Maintenance software is projecting a deficit of \$22,000 related to unbudgeted, but approved expenditures.

Health Services

Brucelea Haven Long Term Care

- The preferred portion of resident accommodation fee is projected to generate a surplus of approximately \$31,000, an increase of \$3,000 over Q1. This surplus amount will phase out as the grandfathered preferred rates are eliminated.
- The provincial subsidy is expected to generate a surplus of \$12,000 a result of the approved Case Mix Index (CMI) being greater than the budgeted CMI. An additional \$18,000 revenue is expected, directly related to the provincial budget announcement that the raw food per diem will increase to \$9.00 per day per resident from the \$8.33 current per diem. This will be applied to the deficit in the raw food expenditure that at Q1 was projected to reach \$40,000 by year-end. This additional revenue will close the gap significantly by year-end.
- Overall salaries and benefits are projecting an \$86,000 deficit. LTC management report they are experiencing increased sick related costs in the first five months which may decline in the balance of the year, could reduce the overall projected deficit.
- Utilities are projecting an overall surplus of \$116,000. Hydro cost per kilowatt hour was lower during the first five months compared to 2016. The unbudgeted 8% rebate and the increase approved in the 2017 budget contributes to this surplus. Natural gas prices remained consistent with last year contributing \$22,000 to the utility surplus. The utility surplus at year-end is intended to finance the Integrated Energy Performance Program and will be reported at a later date.



Gateway Haven Long Term Care

- The preferred portion of the resident accommodation fee is projected to generate a surplus of approximately \$23,000, an increase of \$2,000 over Q1. This surplus amount will phase out as the grandfathered preferred rates are eliminated.
- The provincial subsidy is expected to generate a minor deficit, a result of the approved Case Mix Index (CMI) being less than the budgeted CMI. An additional \$12,300 revenue is expected directly related to the provincial budget announcement that the raw food per diem will increase to \$9.00 per day per resident from the \$8.33 current per diem. This will be applied to the deficit in the raw food expenditure.
- Salaries and benefits are generating an \$83,000 projected surplus. Management are reviewing the contributing factors.
- Medical and Nursing supplies and incontinent supplies are forecasting a substantial deficit of \$55,000. Staff have identified a significant increase in the cost of these supplies and are monitoring closely.
- Utilities are projecting an overall surplus of \$25,000. Hydro cost per kilowatt hour was lower during the first five months compared to 2016. The unbudgeted 8% rebate and the increase approved in the 2017 budget contributes to this surplus. The utility surplus at year-end is intended to finance the Integrated Energy Performance Program and will be reported at a later date.

Paramedic Services

- Operational and Administrative salaries and benefits are trending towards a significant deficit and are under review to determine the contributing factors. If the current trend does not change, the projected deficit at year-end will reach \$300,000.
- Vehicle Fuel and Repair costs are trending above budget. January 2017 fuel costs spiked and were considerably higher than the previous year. Prices did go back down however it is still maintaining a higher cost per litre than the same period in 2016. Increased costs can also be linked to call volume and activity.
- An announcement of the approved Provincial Subsidy has yet to be received

Museum

- Admission revenue is minimally greater than the same period in 2016, however, the trend suggests a small deficit at yearend if the pattern remains the same. Memberships are trending towards a small deficit at year-end.
- Salaries and benefits project a \$51,000 salary surplus at yearend. The Marketing position vacant for a three-month period contributed to the surplus.
- Utilities remain consistent with last years', however, the unbudgeted 8% rebate contributes to the projected \$17,000 surplus at year end which is intended to finance the Integrated Energy Performance Program.



- Maintenance Buildings and Grounds expenses are projecting a \$20,000 surplus, which, if no major issues are encountered will result in year-end surplus.
- Media costs are forecasting a \$17,000 surplus as there has been less advertising costs incurred this year.

Library

- Salaries and Benefits are projecting a \$29,000 deficit, but will decrease as two current vacancies are recruited.
- After the budget was approved, Library secured a \$24,000 grant to offset costs in Periodicals and Subscriptions expenditures. We anticipate this will produce significant savings to the overall budget.
- General revenues are trending toward a modest yearend surplus

Transportation

- Overall the Highways Department is currently projecting a surplus if spending, weather patterns continue to follow the same trend, and capital projects continue as budgeted.
- This year's Winter Control was more favorable than budget predictions. 2017 Winter Control was significantly reduced from the 2016 budget and therefore the anticipated surplus in this program will be much less than prior years. If the pattern continues, a surplus of \$41,000 is projected.
- Operating maintenance programs are reflecting an operating surplus of \$99,000. Timing on some of these expenditures may have been delayed due to other factors and may reduce the projected surplus by year-end.
- The Highways Administration payroll burden projects a significant deficit. A similar pattern occurred in 2016 and was corrected. Management are reviewing for clarity to determine what has contributed to the forecasted deficit.
- Utility costs are consistent with other operations. An \$80,000 surplus is forecast, directly related to the 8% rebate and the lower price per KWH.
- Capital Projects are just gearing up for 2017. The third quarter review will provide more insight as to the expected outcomes.

Social Services and Housing

- Expenditures related to Social Housing snow removal are slightly less than 2016 and if the 4th quarter weather is similar to 2016 we will generate an estimated \$37,000 surplus in snow removal costs.
- Utility costs are projecting a substantial year-end surplus of \$200,000 contributed in part to the 8% rebate.
- Rental income is projected to generate a \$33,000 surplus at year-end if the trending pattern continues.



- In the Social Services and Family program, the Social Assistance Division is forecasting a surplus in administration mostly due to salaries.

Planning

- Planning Revenues are exceeding last year's actuals to date at the end of May and if this trend continues a surplus of \$132,000 can be expected at year end.
- Sector Development is trending towards a \$25,000 projected surplus, for the most part related to salaries and staff related costs.

Non Departmental

- The in-year supplementary taxes and write-offs are always an area of concern and we are currently projecting a \$10,000 surplus based on a seven-year average. The new software, released by MPAC is expected to assist with monitoring the assessment at risk.
- Revenue from Provincial Offences is currently reflecting a deficit based on last year's results. It is expected to track closer to budget by year-end given the changes recently announced. The Ministry of Transportation (MTO) has confirmed that as of May 1 drivers with defaulted Provincial Offences Act (POA) fines (such as speeding fines) dating back to May 1, 2010 will be unable to renew their vehicle plates until defaulted fines have been paid. The Ministry of the Attorney General (MAG) has also made changes to allow municipal governments to recoup the costs of using collection agencies to collect defaulted fines. This is expected to have a positive impact on this year's Provincial Offences revenues.

Staffing/Legal/IT Considerations

There is no staffing, legal or ITS considerations associated with this report.

Interdepartmental Consultation:

Finance staff have forwarded each department the May 31st, 2017 Department Financial Statements and have met with the individual departments for detailed reviews. Monthly meetings for financial reviews are offered to all departments.

Link to Strategic Goals and Elements:

None identified.

Approved by:

Kelley Coulter
Chief Administrative Officer



Committee Report

To: Warden Mitch Twolan
Members of the Corporate Services Committee

From: Bettyanne Cobean, C.M.O.
Director of Corporate Services

Date: July 6, 2017

Re: Summary of Awarded Tenders - Q2 2017

Recommendation:

The Summary of Awarded Tenders Q2 2017 is for information.

Background:

Per Bruce County Purchase and Procurement Policy a "Request for Tender" is issued for goods and services estimated to exceed \$75,000. The attached report is a summary of tenders awarded between April 1 and June 30, 2017 by all Departments with the exception of Highways and Social Services/Social Housing who currently report separately.

Financial/Staffing/Legal/IT Considerations:

There is no financial, staffing, legal or IT considerations associated with this report.

Interdepartmental Consultation:

Detailed specifications, scope of work and schedules were developed for each Request for Tender in consultation with all user departments involved.

Link to Strategic Goals and Elements:

Goal # 2 Leverage Technology:

Element C Effective, understandable communication (web based and social media)

Goal # 5 Eliminate our own red tape:

Element E Focus on the internal and the external customer/client needs first



Goal # 6 Explore alternate options to improve efficiency, service:
Element C Look for economy of scale or shared services among our departments and our communities.

Prepared by Jennifer Smith, Purchasing Manager

Approved by:

Kelley Coulter
Chief Administrative Officer

BRUCE COUNTY CORPORATE SERVICES DEPT
SUMMARY OF AWARDED TENDERS
April 1, 2017 to June 30, 2017

TENDER NUMBER	DEPT.	DETAILS	AWARDED TO:	PRICE (ex. tax)	BUDGET
RFP COR-17-01	Corporate Services	Network Infrastructure Cabling	KR Communications Ltd.	\$20,313.00	\$124,392.00 Total Project
RFP PS-17-02	Paramedic Services	Maintenance and Repair of EMS Vehicles	Freiburger & Sons Inc.	\$87.50/hr.	\$165,000.00 Annually
RFP BCATP-17-05	Planning	Addition of Communities to the Business to Bruce Program	Tenzing Communications	\$32,318.00 per community	RED Grant Funding
RFP BCATP-17-05	Planning	Addition of Communities to the Business to Bruce Program - Video	Popstream	\$5,763.00 per community	RED Grant Funding
RFP BCMCC-17-01	Museum	Bruce County Museum & Cultural Centre Financial Feasibility Study	Closed May 30, 2017 Not Awarded Yet		\$30,000.00



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Committee Report

To: Warden Mitch Twolan
Members of the Corporate Services Committee

From: Bettyanne Cobean, C.M.O.
Director of Corporate Services

Date: July 6, 2017

Re: 2015 Annual Energy Consumption
& Green House Gas Emissions Report

Recommendation:

This 2015 Annual Energy Consumption and Green House Gas Emissions Report is for information.

Background:

Ontario Regulation 397/11 made under the Provincial Government's Green Energy Act, 2009 states that the County must by July 1, 2017 report our 2015 energy consumption and greenhouse gas emissions for specific building operations. These include the County's Museum and Cultural Centre, Administration Building, Highway Patrol Garages and the Ambulance Stations at Port Elgin, Tobermory and Walkerton where we pay the utility invoices. The County's two Long Term Care Homes are not included.

The required 2015 report has now been completed and submitted to the Ministry of Energy. As per the Regulation a copy has also been posted on the County's website and intranet.

The 2015 report is similar in format to that submitted the previous four years for the same fifteen County buildings.

Total annual greenhouse gas emissions (kg) for the period 2011-2015 for these buildings are as follows:

Year	Total Emissions
2011	516,000 kg
2012	408,000 kg
2013	462,000 kg
2014	440,051 kg
2015	422,222 kg



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Significant drivers of greenhouse gas emissions and energy consumption (such as weather, climate, occupancy and operating conditions) are not accounted for in the calculations.

Financial/Staffing/Legal/IT Considerations

There are no financial, staffing, legal or ITS considerations associated with this report.

Interdepartmental Consultation:

There was no interdepartmental consultation required for this report.

Link to Strategic Goals and Elements

Goal # 6-explore alternate options to improve efficiency, service
Element # B-Develop system for measuring our processes and their successful desired outcome.

Written by: Jennifer Smith, Purchasing Manager

Approved by:

Kelley Coulter
Chief Administrative Officer

Energy Consumption and Greenhouse Gas Emissions Reporting - for 2015

Confirm consecutive 12-mth period (mth-yr to mth-yr)	Jan/2015 - Dec/2015	Sector	Municipality	Agency Sub-sector	Municipal	Organization Name	County of Bruce	Please fill in the mandatory fields indicated in red, in addition to submitting data on your energy usage.											
Operation Name	Operation Type	Address	City	Postal Code	Total Floor Area	Unit	Avg hrs/wk	Annual Flow (Mega Litres)	Energy Type and Amount Purchased and Consumed in Natural Units								Total (calculated in webform)		
									Electricity		Natural Gas		Fuel Oil 1 & 2		Propane		GHG Emissions (Kg)	Energy Intensity (ekWh/sqft)	Energy Intensity (ekWh/Mega Litre)
									Quantity	Unit	Quantity	Unit	Quantity	Unit	Quantity	Unit			
Bruce County Library HQ	Administrative offices and related facilities, including municipal council chambers	1243 Mackenzie Road	Port Elgin	N0H 2C6	929.00	Square meters	35	0.00000	45,451.38000	kWh	4,188.20000	Cubic Meter					9,761.28656	8.99655	0.00000
Bruce County Museum and Cultural Centre	Cultural facilities	33 Victoria Street North	Southampton	N0H 2L0	3,159.00	Square meters	68	0.00000	752,400.00000	kWh	76,006.13000	Cubic Meter					174,207.55674	45.88321	0.00000
Chesley Ambulance Station	Ambulance stations and associated offices and facilities	39-2nd Avenue S.E.	Chesley	N0G 1L0	186.00	Square meters	69	0.00000	27,657.00000	kWh							1,121.43604	13.81408	0.00000
County of Bruce Administration Building	Administrative offices and related facilities, including municipal council chambers	30 Park Street	Walkerton	N0G 2V0	3,604.00	Square meters	40	0.00000	377,411.00000	kWh	21,107.87000	Cubic Meter					55,210.37016	15.51152	0.00000
Housing Office	Administrative offices and related facilities, including municipal council chambers	325 Lambton Street	Kincardine	N2Z 1Z1	217.00	Square meters	35	0.00000	33,188.00000	kWh							1,345.70702	14.20859	0.00000
Lindsay Tract Shop	Storage facilities where equipment or vehicles are maintained, repaired or stored	4026 Hwy 6	Lion's Head	N0H 1W0	372.00	Square meters	15	0.00000	12,875.72000	kWh							522.08469	3.21557	0.00000
Lucknow Patrol Garage	Storage facilities where equipment or vehicles are maintained, repaired or stored	545 Ludgard Street	Lucknow	N0G 2H0	439.00	Square meters	20	0.00000	18,430.00000	kWh		8,783.40000	Litre	9,273.80000	Litre		39,062.04627	37.73163	0.00000
Ontario Works Kincardine	Administrative offices and related facilities, including municipal council chambers	910 Queen Street	Kincardine	N2Z 1Z1	102.00	Square meters	35	0.00000	20,709.00000	kWh							839.70853	18.86204	0.00000
Ontario Works Port Elgin	Administrative offices and related facilities, including municipal council chambers	605 Mill Street	Port Elgin	N0H 2C0	74.00	Square meters	35	0.00000	5,638.49000	kWh							228.62949	7.07882	0.00000
Paisley Patrol Garage	Storage facilities where equipment or vehicles are maintained, repaired or stored	242 Canrobert Street	Paisley	N0G 2N0	585.00	Square meters	20	0.00000	15,707.00000	kWh				19,834.00000	Litre		31,200.76409	24.63931	0.00000
Port Elgin Ambulance Station	Ambulance stations and associated offices and facilities	663 Green Street	Port Elgin	N0H 2C0	170.00	Square meters	118	0.00000	17,327.00000	kWh	5,250.80000	Cubic Meter					10,629.87945	39.96541	0.00000
Tobermory Ambulance Station	Ambulance stations and associated offices and facilities	11 Nicholas Street	Tobermory	N0H 2R0	149.00	Square meters	157	0.00000	14,775.38000	kWh				3,002.00000	Litre		5,225.14608	22.37223	0.00000
Walkerton Ambulance Station	Ambulance stations and associated offices and facilities	255 Ridout Street	Walkerton	N0G 2V0	446.00	Square meters	113	0.00000	44,146.00000	kWh	7,379.30000	Cubic Meter					15,741.53583	25.53198	0.00000
Walkerton Patrol Garage	Storage facilities where equipment or vehicles are maintained, repaired or stored	94 Bruce Road 2	Walkerton	N0G 2V0	1,013.00	Square meters	20	0.00000	66,495.00000	kWh	24,895.56000	Cubic Meter					49,764.45718	30.36355	0.00000
Warton Patrol Garage	Storage facilities where equipment or vehicles are maintained, repaired or stored	890 Berford Street	Warton	N0H 2T0	401.00	Square meters	20	0.00000	4,987.00000	kWh	14,365.23000	Cubic Meter					27,361.50458	36.52581	0.00000
																422,222.11271	344.70031		



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Committee Report

To: Warden Mitch Twolan
Members of the Corporate Services Committee

From: Bettyanne Cobean, C.M.O.
Director of Corporate Services

Date: July 6, 2017

Re: Grey Bruce Health Unit - 2016 Surplus

Recommendation:

The Grey Bruce Health Unit - 2016 Surplus report is for information.

Background:

A communication has been received, and is attached, reporting on the Grey Bruce Health Unit's final audit for the year ending December 31, 2016.

Bruce County's 2016 share of the Mandatory Expenditures, Vector Borne Disease and the Small Water Drinking Systems Program totaled \$1,158,144. The 2016 one-time funding programs cost Bruce County \$1,974, and at year-end, the County's share of the surplus totaled \$6,413.92.

An additional amount owing to Bruce County for the unspent funds from the Speech and Language program was moved from the Health Unit to Thames Valley starting July 1, 2016. Upon completion of the audited year-end settlement of that program later this year, the surplus amount, estimated at \$4,674, will be returned to Bruce County.

Financial/Staffing/Legal/IT Considerations:

The combined surplus of approximately \$11,087, will be allocated to the consolidated surplus/deficit. There is no staffing, legal or ITS considerations associated with this report.

Interdepartmental Consultation:

There was no interdepartmental consultation.



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Link to Strategic Goals and Elements:

None identified.

Approved by:

A handwritten signature in black ink, appearing to read 'Kelley Coulter', is written over a light blue horizontal line.

Kelley Coulter
Chief Administrative Officer

May 11, 2017



County of Bruce
30 Park St., Box 70
Walkerton, Ontario
N0G 2V0

Attn: Bettyanne Cobean

Dear Bettyanne:

The Grey Bruce Health Unit has finalized the audit for the year ended December 31, 2016. BDO presented the Audit Report to the Board of Health on April 28, 2017 and the financial statements were approved as presented. The 2016 surplus owing to Bruce County is comprised of the following amounts:

Bruce County's 2016 Share of:

Mandatory Expenditures	1,115,978.70
Vector Borne Disease	27,766.00
Small Water Drinking Systems	14,399.00
	<hr/>
	1,158,143.70
Amount Cash Flowed in 2016	1,162,584.00
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Amount owing to Bruce County at December 31, 2016	4,440.30
Add: Surplus from 2015/16 Cost-Shared 1x Funding	
Pay Equity	1,925.26
Enterprise Resource Planning (ERP) System	48.36
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Total Cheque amount	6,413.92
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There is an additional amount owing to Bruce County for the unspent funds from the Speech and Language program that was moved from the Health Unit to Thames Valley starting July 1, 2016. Upon completion of the audited year-end settlement of that program later this year, the surplus amount will be returned to Bruce County. The current expected amount of this refund is \$4,674.

A healthier future for all.

101 17th Street East, Owen Sound, Ontario N4K 0A5 www.publichealthgreybruce.on.ca

519-376-9420

1-800-263-3456

Fax 519-376-0605

If you have any questions about the above amounts please do not hesitate to contact me,

Sincerely,

A handwritten signature in black ink that reads "Kim Rutherford". The signature is written in a cursive style with a large, prominent initial "K".

Kim Rutherford, CPA, CA

Manager of Finance

k.rutherford@publichealthgreybruce.on.ca

519-376-9420 ext. 1366