



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sharon Chambers, CAO
DATE: 26/02/2016
SUBJECT: Shared Services Project Update/Committee Terms of Reference
ATTACHMENTS: Shared Services Implementation Team Terms of Reference
Shared Services Steering Committee Terms of Reference

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the CAO regarding the Shared Services Project update and Terms of Reference documents for information purposes. AND FURTHER THAT the Clerk be directed to prepare by-laws to adopt the Shared Services Steering Committee Terms of Reference and the Shared Services Implementation Team Terms of Reference for the March 21st Regular Council meeting.

EXECUTIVE SUMMARY

Following the acceptance of the Shared Services Concept Report and Cost Analysis Report by both Morris Turnberry and North Huron Councils and subsequent roll-out to Township staff, the CAO's from both municipalities have now started to discuss and plan the implementation of the project.

A Shared Services Steering Committee meeting was held at the Emergency Services Training Centre on February 19th, 2016 to discuss project next steps.

The Shared Services Steering Committee approved in principle the draft Terms of Reference for two committees that will be required during the Pilot Project and directed that the documents be brought forward to the respective Councils for approval.

Presentations were prepared for delegations with the Ministry of Municipal Affairs and Housing and the Ministry of Economic Development, Employment and Infrastructure at the Ontario Good Roads, Rural Ontario Municipal Association Combined Conference in Toronto from February 21st to February 24th. The purpose of the presentations was to promote awareness of the project, to seek financial support for implementation costs associated with the project and to inquire if special consideration would be given to funding applications submitted by the municipalities as a result of the joint venture.

DISCUSSION

Implementation Team: Ben Cornell of Ward and Uptigrove recommended that an Implementation Team be established to work out the detail of how the Shared Services Project will proceed. The Team will be led by the two CAO's, with representation from each municipality in the areas of Finance, Administration, Public Works, Information Technology, Building and By-law Enforcement. In order to streamline decision-making, smaller sub-committees may be created within each of the functional areas to work on specific implementation tasks, reporting back to the larger group with

recommendations. i.e. finance department investigate and recommend Accounts Payable and Receivable procedures.

Due to the workload associated with this project, it would be beneficial to appoint a Secretary to the Implementation Team to act under the direction of the CAO's to coordinate meeting schedules, prepare and distribute agenda packages, take minutes and prepare internal communications to staff on implementation team activities.

The Terms of Reference give the CAO's the authority to appoint staff to the Implementation Team, as required. It is anticipated that the first Implementation Team Meeting will be held during the week of March 14th, with work beginning to focus on the merger of the Building and By-law Departments and some financial and administrative matters.

Shared Services Steering Committee (SSSC): Since it is not feasible to have numerous joint Council meetings over the course of the Shared Services Pilot Project, it is recommended that the Shared Services Steering Committee remain in place to receive updates and give general direction to the CAO's and the Implementation Team. The Shared Services Steering Committee has been established as follows;

Morris Turnberry: Mayor Paul Gowing, Deputy Mayor Jamie Heffer, Councillor John Smuck,

North Huron: Reeve Neil Vincent, Deputy Reeve James Campbell, Councillor Trevor Seip

Staff Resources: MT Administrator Nancy Michie, NH CAO Sharon Chambers

It is important that Terms of Reference be established so that the mandate, activities and authority of each of these committees is clearly defined.

Presentations at OGRA/ROMA:

Ministry of Municipal Affairs and Housing: Members of the Municipal Council and the two CAO's attended a delegation with the MMAH staff to present the Shared Services Project and to request funding to offset implementation costs. Ministry staff indicated that, while there is no pool of funds currently available for this type of project, they are keenly interested in the project and would like to be kept apprised of our progress.

Ministry of Economic Development, Employment and Infrastructure: The purpose of the presentation was to provide awareness of the project and to inquire whether the shared services partnership would present an advantage when applying for infrastructure funding. Ministry staff indicated that special consideration is given to municipalities who partner on projects through joint applications. The criteria states that both municipalities contribute financially to the project. An argument could be made that shared staff to oversee and implement the project would satisfy this requirement.

FINANCIAL IMPACT

Implementation costs will be included in the revised draft budget to be presented to Council later in March.

FUTURE CONSIDERATIONS

The Implementation Team will be disbanded at the end of the Implementation Period and a Joint Senior Management Team will be established.

RELATIONSHIP TO STRATEGIC PLAN

GOAL: Our administration is fiscally responsible and strives for operational excellence

Sharon Chambers, CAO