



Joint Meeting of North Huron and Morris-Turnberry
Report of the Meeting
Shared Services Committee Meeting
Wednesday April 13th, 2016 7 pm
Euro Parts, 39822 Belgrave Road



1. **Welcome and opening comments from the Chair** – Paul Gowing chaired the meeting and called the meeting to order at 7 pm.

In attendance:

North Huron:

Reeve Neil Vincent
Deputy Reeve James Campbell
Councillor Trevor Seip
CAO Sharon Chambers

Morris-Turnberry:

Mayor Paul Gowing
Deputy Mayor Jamie Heffer
Councillor John Smuck
Administrator Clerk-Treasurer Nancy Michie

2. **Report of the March 11th, 2016 meeting** – The report was reviewed with no comments.

3. **Reports-** to be presented by Sharon Chambers/ Nancy Michie

1. **Director of Public Works hire** - Sharon Chambers reported to the committee on the interview process to date.
2. **Administration Assistant** - An Update Report for the hire was presented by Sharon Chambers. It was planned to coincide the hire with the Director hire, however the Director position has taken longer than expected. There is work that the Administrative Assistant could do.

Motion 13/04/16 No. 1

Moved by Trevor Seip

Seconded by John Smuck

“That the Joint Sharing Services Committee give approval to proceed with the advertisement for the Administrative Assistant position.”

Disposition Carried.

3. **Review draft Agreement** – A report on the draft agreement was presented by Nancy Michie. The current North Huron Flow Chart has to be amended, due to changes caused by the Pilot Project.

Motion 13/04/16 No. 2

Moved by Jamie Heffer

Seconded by James Campbell

“That the Joint Sharing Services Committee make a recommendation that the draft agreement be presented for consideration by the North Huron and Morris-Turnberry Councils.”

Disposition

Carried.

4. **Status on the Employment Contract Sharon Chambers/Nancy Michie**

A report was presented and explained that 11 out of 15 contracts have been signed. The contracts were issued April 5th and due back on April 11th, 2016.

A joint staff meeting was held on April 5th.

The 1st Implementation meeting on April 7th

The members have gone back to the sub groups.

A 2nd Implementation Meeting is planned next week.

5. **Request from the Township of Howick**

A request from the Township of Howick was received requesting an Expression of Interest to either deliver or share Building Services.

Following discussion, the following motion was made:

Motion 13/04/16 No. 3

Moved by Trevor Seip

Seconded by Neil Vincent

“That the Joint Sharing Services Committee make a recommendation:

1. That an Expression of Interest be submitted to the Township of Howick, to deliver a Building Services under Option No. 1 of the Request;
2. That the Staff be directed to prepare a proposal and referred back to the Steering Committee;
3. That the issuance of Plumbing Permits be included in the proposal;
4. That the recommendation be presented for consideration by the North Huron and Morris-Turnberry Councils.”

Disposition

Carried.

6. **April 8th 2016 Asset Management Conference: April 8, 2016 Minnett**

Paul Gowing and Neil Vincent attended the conference and presented a report on the Shared Services project at the conference.

4. Open Discussion

Trevor Seip questioned if the Ministries had contacted the Municipalities since the presentation at the OGRA/ROMA conference. No communication has been received. Paul Gowing will talk to Roger Moyer from the MMAH at a Warden's caucus meeting. Neil Vincent- commented that no infrastructure funding has been received for trying something different.

5. Closing Comments - Mayor Paul Gowing- he is hopeful that the Director hire moves forward.

6. Next meeting- Friday April 29,2016 8:30 am Europarts Meeting Room.

7. Adjournment- The meeting adjourned at 8:27 pm.

Recording Secretary – Nancy Michie