



TOWN OF AURORA
ADDITIONAL ITEMS
FOR COUNCIL MEETING

Tuesday, July 14, 2015
7 p.m.
Council Chambers

- **Item 21 – LLS15-048 – Council/Committee Secretary Vacancy – Four Month Gapping Rule** Pg. 1

RECOMMENDED:

THAT Report No. LLS15-048 be received; and

THAT staff be authorized to immediately recruit for the Council/Committee Secretary position when it becomes vacant.

- **Item 22 – Memorandum from Financial Analyst – Cash Flow & Investment Re: Healthy Kids Community Challenge Grant Agreement** Pg. 4

RECOMMENDED:

THAT the memorandum regarding Healthy Kids Community Challenge Grant Agreement be received; and

THAT the receipt of a Ministry of Health and Long-Term Care “Healthy Kids Community Challenge” grant in the amount of \$525,000 be approved; and

THAT the Mayor and Town Clerk be authorized to execute any necessary agreements for the Healthy Kids Community Challenge grant, to the satisfaction of the Town Solicitor, including any other documents or agreements necessary to give effect to same; and

THAT the Treasurer be authorized to execute on behalf of the Town any progress reports or other submissions required to comply with the terms of the funding agreements during the course of the approved projects.

- **Closed Session Item 3 – A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239 (2)(c) of the *Municipal Act*, 2001); Re: Report No. PR15-020 – Ivy Jay Farm Grassland Land Acquisition**



**TOWN OF AURORA
COUNCIL REPORT**

No. LLS15-048

SUBJECT: *Council/Committee Secretary Vacancy – Four Month Gapping Rule*
FROM: *Warren Mar, Director of Legal & Legislative Services/Town Solicitor*
DATE: *July 14, 2015*

RECOMMENDATIONS

THAT Report No. LLS15-048 be received; and

THAT staff be authorized to immediately recruit for the Council/Committee Secretary position when it becomes vacant.

PURPOSE OF THE REPORT

To obtain approval to waive the four (4) month gapping rule for a Council/Committee Secretary position which will become vacant on August 7, 2015.

BACKGROUND

As part of the 2015 Operating Budget review, General Committee adopted the following resolution on May 4, 2015.

THAT all vacancies be held vacant for four months, unless approved by Council, resulting in an estimated budget reduction of \$50,000;

This “gapping rule” became effective when Council adopted the Special General Committee – 2015 Budget Review Meeting and 2015 Operating Budget at its meeting on May 26, 2015.

One of the two (2) Council/Committee Secretary positions in Legal & Legislative Services will become vacant on August 7, 2015. Under the gapping rule staff are not permitted to hire a new Council/Committee Secretary until December 7, 2015.

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Report No. LLS15-048

COMMENTS

On July 13, 2015, the Director of Legal & Legislative Services was informed that one of the current employees filling the Council/Committee Secretary position accepted an employment position with another municipality at a more senior level than her current position. While departmental staff are happy to learn of the success of a colleague in her career, as a result of this vacancy there will be a significant shortage of staff required to effectively manage the Council and Committee meetings currently scheduled for the remainder of the year.

There are currently 44 Council and Committee meetings scheduled between the months of September and December 2015, as follows:

General Committee	= 7 meetings
Council	= 7 meetings
Special Council Public Planning	= 6 meetings (including 2 off-site)
Special General Committee 2016 Budget	= 8 meetings
Advisory Committees	= 16 meetings

Additionally, Council at its meeting on June 23, 2015 established the *Community Recognition Review Ad Hoc Committee* which will add to the number of committee meetings already set for the remainder of 2015.

The current approved staff complement dedicated to supporting Council and committee meetings is three (3) FTEs (plus one (1) contract Committee Secretary to assist with taking minutes at some Advisory Committee meetings). A full staff complement in this area is required to meet the current volume and service levels pertaining to, among other current job duties, the management of Council and committee meetings and agenda preparation. Additionally, without another Council/Committee Secretary in place, there would be no staff back-up or support if there was an extended absence or illness with other staff in the Legislative Services division. As such, the prompt hiring of a replacement Council/Committee Secretary is necessary to ensure continued corporate service levels and Council support.

LINK TO STRATEGIC PLAN

None.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council could choose not to waive the four month gapping rule for the Council/Committee Secretary position. This alternative will impact the management of, and preparation for, Council and committee meetings.

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Report No. LLS15-048

FINANCIAL IMPLICATIONS

As part of the 2015 Budget Approval, Council adopted a four month gapping rule for a total savings of \$50,000 on the total operating budget for the Town. The current base salary grid range for the Council/Committee Secretary position is \$53,186 to \$65,273. The waiver of the four month gapping time is expected to have an impact of \$17,728.67, based on the lowest salary step in the grid range.

Failure to waive the four month gapping rule will take away from any cost savings associated with gapping, due to increased contract costs and overtime pay that would be necessary to try and maintain service levels, with no guarantee that the current service levels and timeframes could be consistently met.

CONCLUSIONS

One of two Council/Committee Secretary positions will become vacant on August 7, 2015. Due to the volume of Council and Committee meetings scheduled for September to December 2015, it is recommended that Council waive the four month gapping requirement and permit staff to immediately recruit for this position.

ATTACHMENTS

None

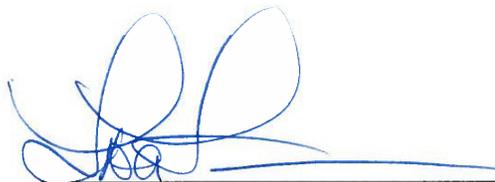
PRE-SUBMISSION REVIEW

Acting Chief Administrative Officer – July 14, 2015

Prepared by: Stephen M.A. Huycke, Town Clerk, ext. 4771



Warren Mar
Director of Legal & Legislative
Services/Town Solicitor



Techa van Leeuwen
Acting Chief Administrative Officer



COUNCIL MEMORANDUM

DATE: July 14, 2015
TO: Mayor and Members of Council
FROM: Laura Sheardown, Financial Analyst – Cash Flow & Investment
RE: Healthy Kids Community Challenge Grant Agreement

RECOMMENDATIONS

THAT the memorandum “Healthy Kids Community Challenge Grant Agreement” be received; and

THAT the receipt of a Ministry of Health and Long-Term Care “Healthy Kids Community Challenge” grant in the amount of \$525,000 be approved; and

THAT the Mayor and Town Clerk be authorized to execute any necessary agreements for the Healthy Kids Community Challenge grant, to the satisfaction of the Town Solicitor, including any other documents or agreements necessary to give effect to same; and

THAT the Treasurer be authorized to execute on behalf of the Town any progress reports or other submissions required to comply with the terms of the funding agreements during the course of the approved projects.

COMMENTS

In March 2014, Town of Aurora staff worked together with several partners to apply to the Health Kids Community Challenge (The Challenge). The Challenge is a community-led program where partners from different sectors (e.g., public health, education, recreation and local businesses) work together to implement activities to promote healthy weights for kids. Under the leadership of the municipality, the Ministry of Health and Long-Term Care (“MOHLTC”) will provide funding and direction to implement local activities based on one specific theme related to healthy eating, physical activity and adequate sleep. The selected themes address the risk or protective factors that are known to lead to or prevent childhood overweight and obesity.

In September 2014, the Town was advised that our grant application was successful; however, final funding amounts had not yet been determined. On July 9, 2015, MOHLTC advised the Town that a grant in the amount of \$525,000 had been approved, and the required agreement is being sent for review and signature. Funds provided through the grant program will cover all associated costs and be spread over the Government of Ontario’s 2015 to 2018 fiscal years.

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Healthy Kids Community
Challenge Grant Agreement

The Town's application partners include York Region Public Health Unit, York Region District School Board, York Catholic District School Board, Longo's, York Region Food Network, Windfall Centre, Hike Ontario, Heart & Stroke Foundation, and Neighbourhood Network.

ATTACHMENTS

None