



Council Budget Committee
DRAFT Meeting Minutes

Elgin County Administration Building
Council Chambers/Webex
November 24, 2020 at 1:00 P.M.

ATTENDEES: Warden Dave Mennill (Budget Committee Chair)
Councillor Mary French (Budget Committee Member)
Councillor Ed Ketchabaw (Budget Committee Member)
Councillor Dominique Giguère (Budget Committee Member)
Jim Bundschuh, Director of Financial Services
Julie Gonyou, Chief Administrative Officer
Brian Lima, Director of Engineering Services
Michele Harris, Director of Homes and Seniors Services
Amy Thomson, Director of Human Resources
Brian Masschaele, Director of Community and Cultural Services
Al Reitsma, Manager of IT
Katherine Thompson, Supervisor of Legislative Services
Jennifer Ford, Senior Financial Analyst
Lisa Czupryna, Senior Financial Analyst
Mathew Waite, Financial Analyst
Carolyn Krahn, Legislative Services Coordinator

1. CALL TO ORDER

The Council Budget Committee met this 24th day of November, 2020 in the Council Chambers, at the County Administration Building, St. Thomas at 1:08 p.m.

2. APPROVAL OF THE AGENDA

Moved by: Councillor Giguère
Seconded by: Councillor Ketchabaw

RESOLVED THAT the agenda be approved as presented.

Recorded Vote

	Yes	No
Councillor French	Yes	

Councillor Giguère	Yes	
Councillor Ketchabaw	Yes	
Warden Mennill	Yes	
	4	0

- Motion Carried.

3. APPROVAL OF THE MINUTES

Moved by: Councillor Ketchabaw
 Seconded by: Councillor French

RESOLVED THAT the minutes of the meeting held on November 9, 2020 be approved.

Recorded Vote

	Yes	No
Councillor French	Yes	
Councillor Giguère	Yes	
Councillor Ketchabaw	Yes	
Warden Mennill	Yes	
	4	0

- Motion Carried.

4. DISCLOSURE OF PECUNIARY INTEREST

None.

5. DELEGATIONS

None.

6. BRIEFINGS AND REPORTS

6.1 2021 Budget Public Consultation Update – Chief Administrative Officer

The Chief Administrative Officer presented the results of the public survey regarding the County Budget for 2021. The information gathered through this survey will help inform Council and staff as they make recommendations and decisions as part of the 2021 Budget Process.

Moved by: Councillor Giguère
 Seconded by: Councillor French

RESOLVED THAT the November 18th report titled, 2021 Budget Public Consultation Update, submitted by the Chief Administrative Officer, be received and filed as information; and

THAT the 2021 Budget Public Survey Results be received for consideration in final budget deliberations.

Recorded Vote

	Yes	No
Councillor French	Yes	
Councillor Giguère	Yes	
Councillor Ketchabaw	Yes	
Warden Mennill	Yes	
	4	0

- Motion Carried.

6.2 Administrative Services – Chief Administrative Officer

The Chief Administrative Officer recommended that software projects for both Administrative Services and Emergency Measures be deferred; that information to support the development of a work/action plan as an immediate need for the IT Department be presented to Council along with additional information supporting when a Digital Transformation Strategy could be successfully undertaken at the County; and that the Budget Committee consent to including \$100,000 in the Draft 2021 Budget for the proposed renovations to the Council Chamber (including \$80,000 for physical renovations and \$20,000 for technology enhancements).

6.3 Engineering Services – Director of Engineering Services

The Director of Engineering Services presented the Corporate Facility Asset Management Plan including the recommended 10-year investments for the Administration Building, Long-Term Care Homes, EMS Stations, and Whites Station.

The Committee requested that Engineering Services present a business case to the Committee regarding Whites Station including the current lease arrangement, proposed renovations, current uses, and alternatives to renovation including divestment at the December 10th Budget Committee Meeting.

6.4 Organizational Culture Initiatives – Director of Human Resources

The Director of Human Resources provided an overview of organizational culture and the keys to repairing a toxic organizational culture along with

an in-house analysis of the root causes of the toxic culture at Elgin County's Long-Term Care Homes.

Based on the in-house analysis, the Director of Human Resources recommended a plan, which includes facilitators and training consultants to help displace the toxic culture in the Homes, and discussed the anticipated outcomes and required investment for the plan.

Moved by: Councillor Giguère
Seconded by: Councillor Ketchabaw

RESOLVED THAT the Committee recommend to Council that staff implement an organizational culture initiative at the County's three (3) Long-Term Care Homes as part of a three (3) year plan with an investment of \$25,000 per year.

Recorded Vote

	Yes	No
Councillor French	Yes	
Councillor Giguère	Yes	
Councillor Ketchabaw	Yes	
Warden Mennill	Yes	
	4	0

- Motion Carried.

6.5 Information Technology – Manager of Information Technology

The Manager of IT recommended that the following software initiatives be included in the 2021 Draft Budget for Council's consideration: Human Capital Management System, Geographical Information System, HR recruiting software, and intranet development.

The Manager of IT also recommended that the following IT/training initiatives be included in the 2021 Draft Budget: Mobile Device Management system, Staff Security Training, Laserfiche Licenses, and Info-Tech Research Group membership.

The Committee requested more information regarding the Info-Tech Research Group membership further justifying the expense and the ways in which the IT department anticipates using the membership over the course of 2021 as a pilot.

Moved by: Councillor Giguère
Seconded by: Councillor French

RESOLVED THAT the presentations from the Chief Administrative Officer, Director of Engineering Services, Director of Human Resources, and Manager of IT be received and filed; and

THAT staff be directed to provide additional information with respect to Whites Station and the Info-Tech Research Group membership.

Recorded Vote

	Yes	No
Councillor French	Yes	
Councillor Giguère	Yes	
Councillor Ketchabaw	Yes	
Warden Mennill	Yes	
	4	0

- Motion Carried.

7. OTHER BUSINESS

None.

8. CORRESPONDENCE

None.

9. DATE OF NEXT MEETING

The Committee will meet again on December 10, 2020 at 1:00 p.m.

10. ADJOURNMENT

Moved by: Councillor Giguère
Seconded by: Councillor Ketchabaw

Resolved that we do now adjourn at 2:27 p.m. to meet again on December 10, 2020 at 1:00 p.m.

Recorded Vote

	Yes	No
Councillor French	Yes	
Councillor Giguère	Yes	
Councillor Ketchabaw	Yes	
Warden Mennill	Yes	

	4	0
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- Motion Carried.

Julie Gonyou,
Chief Administrative Officer.

Dave Mennill,
Chair.