



**Council Budget Committee**  
**DRAFT Meeting Minutes**

Elgin County Administration Building  
Council Chambers/Webex  
November 9, 2020 at 9:00 A.M.

**ATTENDEES:** 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  
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

**REGRETS:** Warden Dave Mennill (Budget Committee Chair)

**1. CALL TO ORDER**

The Council Budget Committee met this 9<sup>th</sup> day of November, 2020 in the Council Chambers, at the County Administration Building, St. Thomas at 9:04 a.m.

**2. APPROVAL OF THE AGENDA**

Moved by: Councillor Giguère  
Seconded by: Councillor French

RESOLVED THAT the agenda be approved as presented.

**Recorded Vote**

	<b>Yes</b>	<b>No</b>
Councillor French	Yes	
Councillor Giguère	Yes	
Councillor Ketchabaw	Yes	
	3	0

- Motion Carried.

### 3. APPROVAL OF THE MINUTES

Moved by: Councillor Giguère  
Seconded by: Councillor French

RESOLVED THAT the minutes of the meeting held on October 27, 2020 be approved.

#### Recorded Vote

	Yes	No
Councillor French	Yes	
Councillor Giguère	Yes	
Councillor Ketchabaw	Yes	
	3	0

- Motion Carried.

### 4. DISCLOSURE OF PECUNIARY INTEREST

None.

### 5. DELEGATIONS

None.

### 6. BRIEFINGS AND REPORTS

#### 6.1 Overview – Director of Financial Services

The Director of Financial Services provided an overview of the meeting agenda. The Committee will review the departmental presentations. The Committee will provide feedback, and staff will present updated budget information to the Committee on November 24<sup>th</sup>.

#### 6.2 Council & Warden – Chief Administrative Officer

The Chief Administrative Officer recommended that the Committee support a 1.6% overall increase (\$4,889.00) to the County Council Budget for 2021 and that the Committee support a 1.6% overall increase (\$1,669.00) to the Warden Budget for 2021.

### 6.3 Administrative Services Group – Chief Administrative Officer

The Chief Administrative Officer recommended that the Committee support a 12.7% increase to Administrative Services in the 2021 Operating Budget for County Council's consideration.

The Chief Administrative Officer will present additional information on agenda software to the Committee at the November 24<sup>th</sup> meeting, and a full presentation regarding the Emergency Medical Services contract will be presented to Council at a future meeting.

## 7. **CLOSED SESSION**

Moved by: Councillor Giguère  
Seconded by: Councillor French

RESOLVED THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss matters under Municipal Act Section 239 (2):

### In-Camera Item #1

*(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Land Ambulance*

### **Recorded Vote**

	<b>Yes</b>	<b>No</b>
Councillor French	Yes	
Councillor Giguère	Yes	
Councillor Ketchabaw	Yes	
	3	0

- Motion Carried.

## **MOTION TO RISE AND REPORT**

Moved by: Councillor French  
Seconded by: Councillor Giguère

RESOLVED THAT we do now rise and report; and,

THAT staff proceed as directed.

### **Recorded Vote**

	<b>Yes</b>	<b>No</b>
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Councillor French	Yes	
Councillor Giguère	Yes	
Councillor Ketchabaw	Yes	
	3	0

- Motion Carried.

## 8. BRIEFINGS AND REPORTS (continued)

### 8.1 Community and Cultural Services – Director of Community and Cultural Services

The Director of Community and Cultural Services recommended that the library electronic resources (operating) be adjusted annually to the rate of inflation, with further increases subject to the approval of a market analysis to be presented by the end of 2020; and that library book purchases (capital) be adjusted annually to the rate of inflation in the ten-year capital plan, with further increases subject to the approval of a ten-year capital plan as soon as 2022.

### 8.2 Economic Development & Tourism – General Manager of Economic Development

The General Manager of Economic Development recommended that the Budget Committee recommend to County Council that Elgin County join the South Central Ontario Region Economic Development Corporation in 2021; that \$25,000 be included in the 2021 Economic Development department's operating budget for membership in the South Central Ontario Region Economic Development Corporation; that the Budget Committee acknowledge the six (6) year analysis of the Elgin incentives program will be presented to County Council in December with the outcome having the potential of altering the program's available funds as highlighted in the presentation; and that fees for tourism membership, Savour Elgin, and the Elgin Arts Trail be waived for 2021.

The General Manager of Economic Development will present additional information regarding the work of the South Central Ontario Region Economic Development Corporation to County Council at an upcoming meeting.

### 8.3 Engineering/Facilities – Director of Engineering Services

The Director of Engineering Services recommended that the required optimal and adequate 10-year Transportation and Facility focused investments identified in the respective 10-year capital plans be supported to maintain and improve existing overall condition/LOS rating; that if further reduction of requested budget funding is required, consideration be given to

deferring specific reconstruction capital projects as opposed to impacting asset renewal related projects; and that the 2021 facility capital budget be reflective of the recommended investments as identified in the 2020 facility AMP currently being finalized for Council's endorsement.

The Director of Engineering Services will present further information about facility capital investments required for EMS stations and Whites Station at the November 24<sup>th</sup> meeting.

#### **8.4 Finance – Director of Financial Services**

The Director of Financial Services recommended that the wage and benefit line be adjusted for added Administrative Assistant support; that the membership budget be adjusted \$500 for prior year's inflation; and that \$14,000 for a Wage Performance Report be included.

#### **8.5 Fire/CEMC – Community Emergency Management Coordinator/Fire Training Officer**

The Community Emergency Management Coordinator/Fire Training Officer recommended that the Safe Restart Fund be utilized to support EOC software and that the Committee support a 60% overall increase (\$78,934) to Fire/CEMC Budget for 2021.

The Committee requested that a follow-up report on the EOC software be presented on November 24<sup>th</sup>.

#### **8.6 County of Elgin Homes – Director of Homes and Seniors Services**

The Director of Homes and Seniors Services recommended that a 4.8% decrease in total expenditures (\$198,320) for Long Term Care be included in the 2021 budget; that \$24,700 be allocated to the Homes 2021 education budget; and that Council provide direction to staff regarding the request for funds to support recruitment and retention of Homes staff in collaboration with Human Resources department.

The Committee requested a follow-up presentation regarding the staff training initiative to support recruitment and retention of Homes staff including an overview on how the training efforts will address the the root causes of the retention and cultural issues.

#### **8.7 Human Resources – Director of Human Resources**

The Director of Human Resources recommended that a 2.9% increase in total expenditures (\$16,993) for Human Resources be included in the 2021 budget with the increase predominantly related to the estimated inflationary increase.

**8.8 Information Technology – Manager of Information Technology**

The Manager of Information Technology recommended that Council consider funding the following additional initiatives: Council/meeting agenda software, HR job recruitment software, an employee intranet, Mobile Device Management (MDM) software, staff security awareness training, and Council chamber hardware upgrades.

The Committee requested a follow-up presentation providing more information about the departmental requests for software solutions; subscription to the research and knowledge base; hardware upgrades in the Council Chambers; and an overview of short-term, mid-term, and long-term IT planning.

**8.9 Planning/Land Division – Manager of Planning**

The Manager of Planning recommended an increase of 50% (\$185,499.61) be included in the Planning Budget for 2021; and that the Land Division Budget for 2021 remain the same as the 2020 Budget.

The Committee requested more information be presented to Council regarding the proposed staffing changes in Planning Services.

**8.10 Provincial Offenses Administration (POA) – POA Supervisor**

The POA Supervisor recommended that the fine revenue be increased by 20% to recognize delayed impact of ticket payments due to COVID-19, with corresponding increase in Municipal Partner payments and Victim Fine Surcharge payments; and that a professional security firm be hired to provide front door security, crowd management and screening services on court days.

**8.11 Corporate – Director of Financial Services**

The Director of Financial Services recommended that 4.5% and 20% be added to 2021 and 2022 respectively for increased insurance costs; and that \$50,000 be added to the Legal account.

**9. OTHER BUSINESS**

None.

**10. CORRESPONDENCE**

None.

**11. DATE OF NEXT MEETING**

The Committee will meet again on November 24, 2020 at 1:00 p.m.

**12. ADJOURNMENT**

Moved by: Councillor Giguère  
Seconded by: Councillor French

Resolved that we do now adjourn at 2:48 p.m. to meet again on November 24, 2020 at 1:00 p.m.

**Recorded Vote**

	<b>Yes</b>	<b>No</b>
Councillor French	Yes	
Councillor Giguère	Yes	
Councillor Ketchabaw	Yes	
	3	0

- Motion Carried.

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Julie Gonyou,  
Chief Administrative Officer.

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Dave Mennill,  
Chair.