



Council Budget Committee Meeting
Elgin County Administration Building, Council Chambers
January 12, 2021, 1:00 P.M.

Agenda

- 1st Meeting Called to Order
- 2nd Approval of the Agenda
- 3rd Approval of the Minutes
- 4th Disclosure of Pecuniary Interest
- 5th Delegations – none
- 6th Briefings and Reports
 - 1. Presentation – Budget Committee Meeting #5
- 7th Other Business
- 8th Correspondence – none
- 9th Date of Next Meeting
- 10th Adjournment



Council Budget Committee
DRAFT Meeting Minutes

Elgin County Administration Building
Council Chambers/Webex
December 10, 2020 at 1:00 P.M.

ATTENDEES: Warden Tom Marks (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 10th day of December, 2020 in the Council Chambers, at the County Administration Building, St. Thomas at 1:09 p.m.

2. APPROVAL OF THE AGENDA

Moved by: Councillor Ketchabaw
Seconded by: Councillor Giguère

RESOLVED THAT the agenda be approved as presented.

Recorded Vote

	Yes	No
Councillor French	Yes	

Councillor Giguère	Yes	
Councillor Ketchabaw	Yes	
Warden Marks	Yes	
	4	0

- Motion Carried.

3. APPROVAL OF THE MINUTES

Moved by: Councillor French
 Seconded by: Councillor Ketchabaw

RESOLVED THAT the minutes of the meeting held on November 24, 2020 be approved.

Recorded Vote

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

- Motion Carried.

4. DISCLOSURE OF PECUNIARY INTEREST

None.

5. DELEGATIONS

None.

6. BRIEFINGS AND REPORTS

6.1 Elgin County Info-Tech Membership – Manager of IT

The Manager of IT presented more information on the proposed Info-Tech Membership including impact on key Elgin County objectives, a sample Info-Tech engagement plan, membership recommendations, and membership fees.

Moved by: Councillor Giguère
 Seconded by: Councillor Ketchabaw

RESOLVED THAT the Budget Committee recommend that the Info-Tech Membership be included in the 2021 Budget.

Recorded Vote

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

- Motion Carried.

6.2 White Station Operations Centre – Director of Engineering

The Director of Engineering provided information regarding the history and current status of the Whites Station Operations Centre to assist the Committee in making a recommendation to Council regarding the future use and required maintenance of the property or the potential divestment of the property.

Moved by: Councillor French
 Seconded by: Councillor Giguère

RESOLVED THAT the Director of Engineering Services present a report regarding the options for Whites Station to County Council with Budget Committee recommendations, which include the development of a three (3) year plan to either divest the property to Central Elgin or another interested buyer or to renegotiate the lease agreement with Central Elgin in order to recover the necessary investments to remediate the property to the current standards.

Recorded Vote

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

- Motion Carried.

6.3 Budget Steering Committee Meeting #4 Departmental Overview – Director of Financial Services

The Director of Financial Services provided information on the 2021 Budget process including cost reductions, cost increases/service enhancements, explanation of increases, taxes, debt financing, use of surplus, reserves, tax ratios, update on recent changes and upcoming changes, and new items since the November 9th meeting.

The Committee agreed on the following next steps:

A preliminary average property tax increase of 3.2% for 2021 be proposed to Council (3.6% for 2022 – 2029 and 2% for 2030 are unchanged);

A debt proposal be developed with a term of 10 years, with approximately \$9 million increase in total debt for the facility asset management plan;

The Committee proposes to Council that \$60,000 of the 2020 capital surplus be used for a Terrace Lodge capital camera project;

Any surpluses not previously allocated be used to supplement the 2021 SRF reserve, with any unused funds at the end of 2021 being used to reduce 2022; and

Tax ratios for farm and small commercial be left unchanged.

7. OTHER BUSINESS

None.

8. CORRESPONDENCE

None.

9. DATE OF NEXT MEETING

The Committee will meet again on January 12, 2020 at 1:00 p.m.

10. ADJOURNMENT

Moved by: Councillor Giguère
Seconded by: Councillor French

Resolved that we do now adjourn at 3:04 p.m. to meet again on January 12, 2020 at 1:00 p.m.

Recorded Vote

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

- Motion Carried.

Julie Gonyou,
Chief Administrative Officer.

Tom Marks,
Chair.

Budget Presentation

Budget Committee # 5

January 12, 2021



ElginCounty
Progressive by Nature

TAXES – Jan. 12 Plan Better/(Worse) Dec. 10 Plan

	Ten-Year \$mils	2021 - 2029
December 10, 2019 Steering Committee Presentation		3.7%
PILS & Supplementals	3.1	0.8%
Health Unit downloading of 100% funded net of delayed roll-out	(0.7)	(0.2%)
Community Improvement Plan	(1.5)	(0.4%)
Potential Increase to Garage Rent	0.4	0.1%
Ambulance Contract (incl. capital)	(0.8)	(0.2%)
Road Maintenance Agreement	0.5	0.1%
Capital Budget based on two early tender closes	0.8	0.2%
Preliminary Average Tax Increase	⁸ 1.7	3.3%

USE OF SURPLUS - continued

SRF/COVID Plan and Unallocated Reserve

SRF Carry-Forward	900,000
2020 Operating Budget Performance	1,400,000
Estimated Capital Project Surplus	2,000,000 *
2021 SRF Funding	256,000 *
2020 SRF and Performance Carry-Forward	4,556,000
<hr/>	
SRF Uses	612,381
Available for Reserve/Tax Reductions	3,943,620

* Change from Dec 10

Reserves

SRF		
SRF - Agenda Management Software Reserve	9,000	
SRF – EOC Maintenance Reserve	36,000	
SRF – EOC Software Reserve	60,000	
SRF Total	105,000	
Modernization Tools		
MT - Agenda Management Software Ongoing Maintenance Reserve	81,000	
MT - EOC Software Ongoing Maintenance Reserve	288,000	
Modernization Tools Total	369,000	
Efficiency Funding		
EF - Efficiency Funding Reserve	625,471	
Efficiency Funding Total	625,471	
Other Reserves		
Community Improvement Plan Reserve	1,500,000	*
Garage (White Station) Capital Reserve net of potential rent increase	2,476,568	*
Other Reserves Total	3,976,568	
Grand Total	5,076,039	

- ▶ In addition to above, there is the previously discussed potential Unallocated COVID reserve/Tax Reduction.
- ▶ Not yet reviewed are Donations reserves, Millrate¹⁰ Stabilization Reserve and Growth Reserve

DISCUSSION

- ▶ Feedback from Council Meeting
- ▶ Guidance from Steering Committee

NEXT STEPS

- ▶ January 12 – Steering Meeting to follow up on direction provided by Council
- ▶ January 26 – Steering Meeting to review Capital and Operating ten-year plans, including Closed and Carry-Forward projects, and establish tax rate recommendation
- ▶ February 9 – Council approval of operating and capital budgets and tax rates