



Council Budget Committee
Meeting Minutes

Elgin County Administration Building
Council Chambers/Webex
November 8, 2021 at 9:00 A.M.

ATTENDEES: Warden Tom Marks, Chair (Council Chambers)
Councillor Mary French (electronic)
Councillor Ed Ketchabaw (Council Chambers)
Councillor Dominique Giguère (Council Chambers)
Jim Bundschuh, Director of Financial Services (Council Chambers)
Julie Gonyou, Chief Administrative Officer (Council Chambers)
Brian Lima, General Manager of Engineering, Planning & Enterprise/Deputy CAO (Council Chambers)
Brian Masschaele, Director of Community & Cultural Services (Council Chambers)
Michele Harris, Director of Homes and Seniors Services (Council Chambers)
Jeff Brock, Director of Information Technology Services (Council Chambers)
Amy Thomson, Director of Human Resources (Council Chambers)
Jeff VanRybroeck, Fire Training Officer/CEMC (Council Chambers)
Katherine Thompson, Manager of Administrative Services/Deputy Clerk (Council Chambers)
Jennifer Ford, Manager of Financial Services/Deputy Treasurer (Council Chambers)
Lisa Czupryna, Senior Financial Analyst (electronic)
Mathew Waite, Financial Analyst (electronic)
Jenna Fentie, Legislative Services Coordinator (Council Chambers)

1. CALL TO ORDER

The Council Budget Committee met this 8th day of November, 2021 at 9:00 a.m. in a hybrid format with Committee Members and staff participating as indicated above.

2. APPROVAL OF THE AGENDA

Moved by: Councillor French
Seconded by: Councillor Giguère

RESOLVED THAT the agenda be approved as presented.

- Motion Carried.

3. APPROVAL OF THE MINUTES

Moved by: Councillor Ketchabaw

Seconded by: Councillor French

RESOLVED THAT the minutes of the meeting held on October 26, 2021 be approved.

- Motion Carried.

4. DISCLOSURE OF PECUNIARY INTEREST

None.

5. DELEGATIONS

None.

6. BRIEFINGS AND REPORTS

6.1 Overview – Chief Administrative Officer

The Chief Administrative Officer provided a budget overview presentation to the Committee noting that the general focus of the budget process is to ensure services and resources continue to support our community and its infrastructure. The Chief Administrative Officer also provided a summary of the department budget recommendations presented to the Committee at the October 26, 2021 Budget Committee meeting.

6.2 Corporate Services – Director of Financial Services

The Director of Financial Services presented the Corporate Services budget proposal for 2022. The Corporate Services department is comprised of Corporate Activities (tax revenue, government grants, Social Services, and Public Health), and Corporate Services (insurance costs, external legal costs and recovery, and corporate level type expenditures). The Director of Financial Services will provide more information on how the Safe Restart Funding (SRF) will be allocated in 2022 at the next Budget Committee meeting. The Director will also provide information on the potential tax increase for farm and industrial businesses.

6.3 **Long-Term Care Homes – Director of Homes and Seniors Services**

The Director of Homes and Seniors Services provided additional information as requested by the Committee at the October 26, 2021 meeting. The Director clarified that the request of \$75,000 for 0.5 FTE clerk across all three Homes is to account for three (3) 0.5 FTE clerks total.

6.4 **Emergency Measures – Fire Training Officer/CEMC**

The Fire Training Officer/CEMC provided additional information as requested by the Committee at the October 26, 2021 meeting and noted that the general approach to the 2022 budget has been to strengthen the County's ability to effectively respond to emergencies, to strategically support area fire services, and to make NFPA certification training accessible to all LMP fire departments.

6.5 **Administrative Services – Manager of Administrative Services/Deputy Clerk**

The Manager of Administrative Services/Deputy Clerk provided additional information to the Budget Committee regarding the requests for funding for the County-wide Council Orientation, Agenda Management Software, and the Annual Warden's Banquet. The Committee provided general consensus to include a \$10,000 placeholder in the budget for Council Orientation. The Committee recommended no increase to the Warden's Banquet for 2022. Staff will provide a report to County Council regarding future options for the Warden's Banquet. Staff will provide more information to the Committee at their next meeting regarding the anticipated efficiencies that will be achieved by purchasing Agenda Management Software.

6.6 **Community and Cultural Services – Director of Community and Cultural Services**

The Director of Community & Cultural Services provided additional information as requested by the Committee at their October 26, 2021 meeting. The Director clarified that on average, the department receives between \$10,000 - \$15,000 from various supporters. Councillor Giguère suggested staff consider fundraising for more support for library services. Staff will provide a report to the Budget Committee and County Council regarding the Friends of Libraries Organizations that raise funds for value added components for library services.

6.7 Human Resources – Director of Human Resources

The Director of Human Resources provided additional information as requested by the Committee at their October 26, 2021 meeting, including a potential 12.7% increase to the County's Manulife benefit cost. The Director of Human Resources will provide more information to the Committee following further discussions and negotiations with Manulife. Staff will provide an overview to County Council highlighting the role of the Accessibility Coordinator position.

6.8 Financial Services/Provincial Offences Administration – Director of Financial Services

The Director of Financial Services provided follow-up information regarding the requests to purchase a new folding machine, to hire an accounting intern, and regarding financial services and provincial offences administration staff development. The Director noted that the cost for hiring an accounting intern would be contained in the department budget due to efficiencies achieved in 2021.

6.9 Engineering, Planning & Enterprise – General Manager of Engineering, Planning & Enterprise/Deputy CAO

The General Manager of Engineering, Planning, & Enterprise/Deputy CAO provided additional information and options to the Committee as requested at their October 26, 2021. The Committee suggested that any streamlining processes required for the Planning department be completed in-house in order to achieve cost savings. The Committee requested more information regarding risks associated with deferring projects, remediation vs. reconstruction of certain projects, and the potential closing town line bridges and road sections.

7.0 Information Technology Services (ITS) – Director of Information Technology Services

The Director of Information Technology Services recommended if it is determined that each department reduce by 5%, that the following changes are made in this order: remove the email artificial intelligence solution and attempt to expand on the existing solution; remove the Privileged Access Management solution and reconsider options in the future; and reduce the request capital amount for the hardware replacement and plan to make up in future years.

7. OTHER BUSINESS

None.

8. CORRESPONDENCE

None.

9. DATE OF NEXT MEETING

The Budget Committee will meet again on November 16, 2021 at 9:00 a.m.

10. ADJOURNMENT

Moved by: Councillor
Seconded by: Councillor

Resolved that we do now adjourn at 2:16 p.m. to meet again on November 16, 2021.

- Motion Carried.

Julie Gonyou,
Chief Administrative Officer.

Tom Marks,
Chair.