



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

Elgin County Administration Building  
Council Chambers/Webex  
November 16, 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)  
Julie Gonyou, Chief Administrative Officer (Council Chambers)  
Brian Lima, General Manager of Engineering, Planning, &  
Enterprise/Deputy CAO (Council Chambers)  
Jim Bundschuh, Director of Financial Services (Council Chambers)  
Michele Harris, Director of Homes and Seniors Services (Council  
Chambers)  
Jeff VanRybroeck, Fire Training Officer/CEMC (Council Chambers)  
Katherine Thompson, Manager of Administrative Services/Deputy  
Clerk (Council Chambers)  
Brian Masschaele, Director of Community and Cultural Services  
(Council Chambers)  
Amy Thomson, Director of Human Resources (Council Chambers)  
Jeff Brock, Director of Information Technology Services (Council  
Chambers)  
Jennifer Ford, Manager of Administrative 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 16<sup>th</sup> 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 November 8, 2021 be approved.

- Motion Carried.

### **4. DISCLOSURE OF PECUNIARY INTEREST**

None.

### **5. DELEGATIONS**

None.

### **6. BRIEFINGS AND REPORTS**

#### **6.1 Overview – Manager of Financial Services/Deputy Treasurer**

The Manager of Financial Services/Deputy Treasurer provided an overview of what has been covered at the previous meetings of the Budget Committee and outlined the discussion items for today's meeting. Presentations will be focused on recommendations previously presented related to department needs. Additionally, departments will highlight any changes to their original presentation that have already been identified from previous Committee meetings. Finally, financial costs will be provided in the outline in order to provide clarity for the Committee. The Committee is asked to provide clear direction at today's meeting when considering the recommendations as presented in order to inform the draft budget.

#### **6.2 Corporate Services – Director of Financial Services**

The Director of Financial Services reviewed the proposed new programs and service changes for the Corporate Services department, and recommended that the Corporate Activities budget be adjusted for reduced costs netting to \$1.7 million resulting from improved Social Services costs partially offset by rising interest rates.

Moved by: Councillor Giguère  
Seconded by: Councillor French

RESOLVED THAT the Corporate Activities budget be adjusted for reduced costs netting to \$1.7 million resulting from improved Social Services costs partially offset by rising interest rates.

- Motion Carried.

### 6.3 **Emergency Measures – Fire Training Officer/CEMC**

The Fire Training Officer/CEMC provided an overview of Proposed New Programs and Services Changes over 2021 as well as potential sources of revenue for the department. The Fire Training Officer/CEMC is seeking the Committee's direction regarding options for revenue, mileage, purchased services, and supplies for the Operation of the Regional Fire School, textbooks, funding for a utility trailer, and budget requests for EOC technology and Furnishings. The Committee discussed seeking out corporate sponsors to help fund a portion of the utility trailer, but recommended including the full \$15,000 request in the budget at this time.

Moved by: Councillor French  
Seconded by: Councillor Ketchabaw

RESOLVED THAT the wages and benefits lines be adjusted to reflect approved changes made by Council on October 12, 2021; and

THAT the changes to the purchased services line, supplies line, mileage line and revenue line be approved to support the Local Municipal Partner training initiatives and the operation of the Elgin-Middlesex Regional Fire School; and

THAT \$10,000 be allocated towards the purchase of textbooks; and

THAT \$15,000 be allocated towards the purchase of a utility trailer to be used for course delivery, storage of assets and advertising at events; and

THAT \$51,500 be included in the budget for EOC/Fire Classroom Technology and Furnishings.

- Motion Carried.

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

The Director of Homes and Seniors Services requested direction from the Committee regarding the Docit software implementation, automated call-in program for shift replacement (budgetary carryover), the temporary part-time clerks in all three Homes, and the improvement of \$308,000 for the

2022 budget. The Committee recommended utilizing the \$38,000 efficiency funding for the \$28,725 request for the Docit software.

Moved by: Councillor Giguère  
Seconded by: Councillor Ketchabaw

THAT \$28,725 be allocated from the available efficiency funding for year one implementation and annual licence fee for Docit software to support nursing department compliance and documentation; and

THAT \$16,514 be allocated annually for licencing fee beginning 2023, and \$22,935 beginning 2025; and

THAT Council approve the 2021 Budget carryover request of \$38,000 to 2022 to support a one-time implementation cost of an automated Staff Call-in Program; and

THAT up to \$15,000 be allocated annually for licencing fees; and

THAT Council approve the continuation of Temporary part-time (0.5) FTE Clerk to support scheduling/staff replacements (call-ins) and scheduling and automated call-in system implementation from April – December 2022 (cost is ~ \$75,000 across all three Homes); and

THAT an improvement of \$308,000 for Long Term Care be included in the 2022 Homes budget which includes the CMI efficiency with minor offsets; and

THAT staff report to Council the financial impact of provincial funding related to Direct Care Staffing Supplement Funding (three (3) hours of care) and Allied Health Professional Funding once full funding details are available.

- Motion Carried.

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

The Manager of Administrative Services/Deputy Clerk presented a summary of Committee approved changes to the Administrative Services budget, including an adjusted ask of \$10,000 for County-wide New Council Information and Orientation Program, and the removal of additional requested funds to support the Warden's Banquet. The Manager of Administrative Services/Deputy Clerk seeks direction from the Committee regarding the request of \$5,000 for Council and Committee Promotion and Marketing, and the \$30,000 cost for Agenda Management Software.

Moved by: Councillor Ketchabaw  
Seconded by: Councillor French

RESOLVED THAT the Budget Committee direct that \$5,000 be included in the draft 2022 Budget and that \$50,000 be included in the 10-year plan to support the Council and Committee Promotion and Marketing Budget within the Administrative Services Budget; and

THAT the Budget Committee direct that \$30,000 be included in the draft 2022 Budget and that \$300,000 be included in the 10-year plan to support Agenda Software within the Administrative Services budget.

- Motion Carried.

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

The Director of Community and Cultural Services provided a summary of Committee approved changes, including a \$5,000 increase to electronic resources in the library operating budget; 10-year capital plan for library materials to include annual inflationary increases; increase in catalogue hosting costs to London Public Library from \$9,000 in 2021 to \$13,000 in 2022 as part of the IT budget; and mitigation of \$5,000 revenue loss in 2022 and subsequent projected loss of \$8,000 in 2023 and beyond from proposed library fine-free initiative (loss to be funded through library donations). The Director also outlined potential sources of revenue for the department, and also sought Committee direction regarding the request a \$5,000 increase for library electronic resources (operating), with annual inflationary increases thereafter in the County's ten-year financial plan. The Committee requested the development of a fundraising strategy to be implemented in 2023.

Moved by: Councillor Giguère  
Seconded by: Councillor French

RESOLVED THAT the budget for library electronic resources (operating) be increased by \$5,000 effective the 2022 budget year, with annual inflationary increases thereafter in the County's ten-year financial plan; and

THAT the budget for library materials (capital) be maintained with annual inflationary increases in the County's ten-year financial plan starting in 2022; and

THAT our team continue to look for opportunities and efficiencies in library collection budgets, including on-going partnerships with St. Thomas Public Library wherever feasible; and

THAT library fine revenue be reduced by \$5,000 and off-set by donation revenue as outlined in the presentation “A Path Forward on Library Fines” presented to County Council on September 28, 2021.

- Motion Carried.

6.7 **Human Resources – Director of Human Resources**

The Director of Human Resources provided an overview of Proposed New Programs and Service Changes over 2021 as previously presented to the Budget Committee and highlighted potential sources of revenue for the department. The Director recommended that net expenditures of \$700,214 for Human Resources be included in the 2022 budget.

Moved by: Councillor Giguère  
Seconded by: Councillor Ketchabaw

RESOLVED THAT net expenditures of \$700,214 for Human Resources be included in the 2022 budget.

- Motion Carried.

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

The Director of Financial Services sought direction from the Budget Committee regarding the request of a \$3,000 addition to the budget as a placeholder to allow for an analysis of options for the requested folding machine, and the request for the establishment of the Fanshawe Intern project. The Director will provide a report to County Council in early 2022 outlining the options for the folding machine, and alternatives in order to find the best solution.

Moved by: Councillor Giguère  
Seconded by: Councillor French

RESOLVED THAT \$3,000 for a folding machine be added to the budget as a placeholder to allow for analysis of options and a report to be presented to Council in early 2023; and

THAT a one-time Fanshawe Intern project be established.

- Motion Carried.

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

The General Manager of Engineering, Planning, & Enterprise/Deputy CAO provided additional details regarding the options for Capital Projects presented at the previous Budget Committee meeting, and requested direction from the Committee regarding their option preference. The General Manager presented potential savings for the Economic Development and Tourism Department. Staff will gather more information regarding the identified transportation projects and the POA generator for the next meeting of the Budget Committee.

Moved by: Councillor Ketchabaw  
Seconded by: Councillor French

RESOLVED THAT the revised Planning budget as proposed be maintained; and

THAT Elgin County's membership in SOMA be cancelled for 2022 and be reassessed as part of future budget deliberations; and

THAT the Economic Development and Tourism budget line items as proposed be reduced.

- Motion Carried.

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

The Director of Information Technology Services highlighted possible sources of revenue for the ITS department, and requested Committee direction regarding the budget requests for hardware replacement, staff training and development, IT Service Management Solution, Cybersecurity Assessment, and the Artificial Intelligence Security Analyst Solution. The Committee requested more information on Laserfiche capabilities for handling service requests.

Moved by: Councillor Giguère  
Seconded by: Councillor Ketchabaw

RESOLVED THAT the Budget Committee direct that \$227,532 be included in the draft 2022 Budget and that \$2,829,883 remains in the ten-year plan to support hardware replacement within the ITS Budget; and

THAT the Budget Committee direct that an additional \$6,000 be included in the draft 2022 Budget and that \$60,000 be included in the ten-year plan to support training and development within the ITS budget; and

THAT the Budget Committee direct that \$35,000 be included in the draft 2022 Budget and that \$153,386 be included in the ten-year plan to support the Cybersecurity Assessment and follow up assessments every three (3) years within the ITS Budget; and

THAT the Budget Committee direct that \$45,000 be included in the draft 2022 Budget and that \$450,000 be included in the ten-year plan to support the AI Analyst within the ITS Budget, and that a placeholder be inserted in the event that functionality is not available with existing software.

- Motion Carried.

#### 7.1 **Wrap Up and Next Steps**

The Director of Financial Services sought feedback from the Committee regarding the presentation format for the Council budget/ten-year plan presentation. The Committee requested data that shows the budget, actual, and variance.

#### 7. **OTHER BUSINESS**

None.

#### 8. **CORRESPONDENCE**

None.

#### 9. **DATE OF NEXT MEETING**

The Budget Committee will meet again on December 9, 2021 at 1:00 p.m.

#### 10. **ADJOURNMENT**

Moved by: Councillor French  
Seconded by: Councillor Giguère

Resolved that we do now adjourn at 12.29 p.m. to meet again on December 9, 2021.

- Motion Carried.

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Julie Gonyou,  
Chief Administrative Officer.

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Chair.