

# THE CORPORATION OF THE COUNTY OF PERTH

## Council - Budget

Date of Meeting: March 10, 2011

Time: 09:00 a.m.

Place of Meeting: County of Perth

### AGENDA

- |  | Pages  |
|--|--------|
| <b>1. CALL TO ORDER &amp; ROLL CALL</b>                                  |        |
| <b>2. OPENING PRAYER</b>   |        |
| <b>3. DISCLOSURE OF PECUNIARY INTEREST and general nature thereof</b>    |        |
| <b>4. ADOPTION OF AGENDA</b>   |        |
| <b>5. DELEGATIONS</b>  |        |
| <b>6. MINUTES OF PREVIOUS MEETINGS</b>                                   |        |
| 6.1 County Council - Budget Committee Minutes - February 24, 2011        | 1 - 6  |
| 6.2 Municipal Liaison Committee Minutes - February 17, 2011              | 7 - 11 |
| <b>7. BUDGET ADVISORY COMMITTEE</b>                                      |        |
| 7.1 NEW BUDGET ITEMS   |        |
| 7.1.1 Fire Radio Project - Capital and Operating                         |        |
| 7.1.2 International Plowing Match 2013 - Grant Request                   |        |
| Refer to March 3, 2011 Council Agenda Package for grant request details. |        |
| 7.2 BUDGET UPDATES   |        |
| 7.2.1 Human Resources and Accessibility Budget Updates                   |        |
| 7.2.2 2011 Benefit Expenses  |        |
| Planning & Development; Land Division; EMS                               |        |

7.2.3 Public Works Divisional Budgets

7.2.4 EMS Budget

7.2.5 Insurance Deductible Adjustment

7.3 CORPORATE RESERVES RECOMMENDATIONS

7.4 CORRESPONDENCE

7.4.1 St. Marys Adult Learning Program - Program  
Clarification

12 - 12

**8. BUSINESS ARISING FROM THE BUDGET COMMITTEE**

**9. NEW BUSINESS**

**10. CONFIRMATORY BY-LAW**

**11. ADJOURNMENT**

Note: Items with budgetary implications may be considered.



# The Corporation of The County of Perth

## Minutes of the February 24, 2011 Council Meeting

Council Present: Councillor Wilhelm  
Councillor Forrest  
Councillor McMillan  
Warden Behrns  
Councillor Aitcheson  
Councillor Judge  
Councillor French  
Councillor Ehgoetz  
Councillor McKenzie

Absent: Councillor Meredith Schneider

Staff Present: Bill Arthur, CAO  
Linda Rockwood, Director of Emergency Services  
Renato Pullia, Director of Corporate Services, Treasurer  
Dave Hanly, Director of Planning & Development  
Matt Ash, Director of Public Works  
Kerri Ann O'Rourke, Clerk

### **1. CALL TO ORDER & ROLL CALL**

The Regular/Budget Meeting of Perth County Council with Quorum present was called to order at 9:00 a.m. and the roll call conducted.

### **2. OPENING PRAYER**

The Regular/Budget Committee meeting of Perth County Council commenced with Opening Prayer.

### **3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

No Disclosure of Pecuniary Interest stated.

**4. ADOPTION OF AGENDA**

**2011-75**

**Moved By: Councillor Wilhelm**  
**Seconded By: Councillor McKenzie**

THAT the Agenda for the February 24th, 2011 Council/Budget Committee Meeting be approved with the following additions

5.1 Carol Sproat & Yvonne Thompson, Program Coordinators - St. Marys Adult Learning Program - 2011 Grant Request

Carried

**5. DELEGATIONS**

Carol Sproat and Yvonne Thompson, Program Co-ordinators for the St. Marys Adult Learning Program clarified the program components and the 2011 grant request.

**6. BUDGET ADVISORY COMMITTEE**

**2011-76**

**Moved By: Councillor McMillan**  
**Seconded By: Councillor Forrest**

THAT the Council of the Corporation of the County of Perth adjourns to convene as the Budget Committee at 9:40 a.m.

Carried

**6.1 Updated and Additional Budget Information**

Director of Corporate Services, Pullia reviewed the updated budget pages, which were incorporated into the Budget Binder.

**6.2 Capital Budget - Budget Binder TAB 1**

Director of Corporate Services, Pullia reviewed the Software Licensing capital expenses incurred by the County of Perth. Steve Drake, Technical Services Coordinator also in attendance.

Budget Committee reviewed all Capital Project Requests.

**Recess taken at 10:33 a.m. Resumed meeting from recess at 10:47 a.m.**

Staff were directed to research implications of utilizing OSIFA loan financing versus borrowing from own funds.

**2011-77**

**Moved By: Councillor Aitcheson**

**Seconded By: Councillor Wilhelm**

THAT the Budget Advisory Committee recommend to Council that the Capital Project Request CW0003 Paperless Council be removed from the 2011 draft budget; and

THAT the related Operating Expense for connectivity be removed from the 2011 draft budget;

Carried

**6.3 Operating Budget - Summary & Reserves - Budget Binder - TAB 2**

Director of Corporate Services, Pullia reviewed the "Continuity of Reserves" spreadsheet and stated that the total corporate reserves (including Externally Controlled, Capital, Earmarked, Discretionary and Reserve Funds) will be decreasing from approximately \$7.8million in 2010 to a projected \$5.89million at the end of 2011.

Staff were directed to undertake a reserve analysis in 2011.

**6.4 Council Operating Budget, Grants and Shared Services - Budget Binder TAB 3**

Staff directed to provide the Human Resources Committee with details of the initial plans made for the County Banquet.

Staff directed to review the CPP eligibility of County Councillors to ensure the draft budget figures are accurate.

**Recess taken at 11:58 a.m. Resumed meeting from recess at 12:45 p.m.**

**2011-78**

**Moved By: Councillor McMillan**

**Seconded By: Councillor Aitcheson**

THAT the Budget Committee recommend to Council that the St. Marys Adult Learning Program grant request be denied;

Carried

**6.5 Operating - CAO Office (CAO, Clerk, Human Resources, Accessibility and Economic Development) - Budget Binder TAB 4**

CAO Arthur noted that the Human Resources Committee recommended that the Human Resources draft budget (Line Item 5130 - Consultant Fees) be increased from \$16,000 to \$18,000 to ensure sufficient funds to permit the Salary Grid Review in 2011.

Staff were directed to provide Council with a follow-up report on the overall benefits of the AMCTO - Executive Diploma in Municipal Management (attended by a number of Perth County employees) at the end of the program.

The Economic Development Committee will request the Economic Development Coordinator to prepare a report to Council on program initiatives (new and ongoing).

**6.6 Operating - Corporate Services (Finance, Technology Services, Provincial Offences, Archives) - Budget Binder TAB 5**

Corporate Services draft Operating Budget was reviewed.

**6.7 Operating - Public Works (Roads, Facilities and Fleet) - Budget Binder TAB 6**

A report entitled "2011 Draft Budget - Public Works" was circulated at the meeting. Report included Appendix "A" Fleet Forecasting.

Staff directed to review Public Works - Roads draft budget (31-1-5570 Winter Patrol) to ensure accuracy.

Staff directed to review Public Works - Facilities draft budget (EMS St. Mary's Base Operating Costs) to determine if the facility should be showing an operating loss until the loan is fully repaid.

**6.8 Operating - Planning & Development (Planning, Land Division, Protection to Persons) - Budget Binder TAB 7**

Director of Planning & Development, Hanly noted that the draft budget would be revised to reflect \$35,000 being received from the Lake Erie Source Water Protection Committee to assist the County in retaining a consultant to develop appropriate policies to reflect the Source Water Protection study results.

Staff were directed to provide the Committee with a report on the benefit line items and why benefit expenses have increased more in some departments.

**6.9 Operating - Emergency Services (Emergency Medical Services, Emergency Management) - Budget Binder TAB 8**

Director of Emergency Services, Rockwood noted that the Emergency Management Coordination budget was being amended to reflect the removal of animation software (\$225).

Subsequent to the review of all capital and operating budgets, Warden Behrns noted that the Committee started the meeting with a projected 2.95% increase in the levy amount. Director of Corporate Services, Pullia noted that with the changes made by the Committee (throughout the meeting) the projected levy increase had been reduced to 2.44%. It was noted that a 1% levy adjustment equates to \$95,000.

**2011-79**

**Moved By: Councillor Wilhelm**

**Seconded By: Councillor Forrest**

THAT the Budget Committee recommend to Council the approval, in principle, of the draft Capital Budget (as amended) for 2011;

Carried

**2011-80**

**Moved By: Councillor Forrest**

**Seconded By: Councillor McMillan**

THAT the Budget Committee recommend to Council the approval, in principal, the draft Operating Budget (as amended to 2.44%) for 2011;

Carried

**2011-81**

**Moved By: Councillor Ehgoetz**

**Seconded By: Councillor Judge**

THAT the Budget Committee adjourn and reconvene as Council at 2:21 p.m.;

Carried

**7. BUSINESS ARISING FROM THE BUDGET COMMITTEE**

**2011-82**

**Moved By: Councillor Wilhelm**

**Seconded By: Councillor Forrest**

THAT the Council of the County of Perth endorses all recommendations from the February 24, 2011 Budget Committee meeting;

Carried

**8. NEW BUSINESS**

No new business.

**9. CONFIRMATORY BY-LAW**

**2011-83**

**Moved By: Councillor Aitcheson**

**Seconded By: Councillor Forrest**

THAT By-law 3235-2011, being a By-law to confirm the Proceedings of the Council of the Corporation of the County of Perth at its Council/Budget meeting held on February 24, 2011, be read a first, second and third time; and

THAT the Warden and the Clerk are hereby authorized and instructed to sign the same, and attach the Corporate Seal thereto;

Carried

**10. ADJOURNMENT**

**2011-84**

**Moved By: Councillor Judge**

**Seconded By: Councillor Wilhelm**

THAT the meeting adjourn at 2:25 p.m.;

Carried

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Julie Behrns, WARDEN

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Kerri Ann O'Rourke, County Clerk

**MUNICIPAL LIAISON COMMITTEE  
MEETING MINUTES**

A meeting of the Municipal Liaison Committee was held in the Council Chambers of the Perth County Court House, 1 Huron St., Stratford on Thursday, February 17, 2010 at 1:30 p.m.

**Council Present:**

City of Stratford: Mayor Mathieson, Councillor Nickel (for Councillor Clifford),  
Councillor Henderson

County of Perth: Warden Behrns, Councillor Forrest,

Town of St. Marys: Mayor Grose, Councillor Van Galen

**Staff Present:**

City of Stratford: Ron Shaw, Chief Administrative Officer, Phil Buxton, Director  
of Corporate Services, Bill Tigert, Director of Social Services

County of Perth: Bill Arthur, Chief Administrative Officer, Linda Rockwood,  
Director of Emergency Medical Services, Renato Pullia,  
Director of Corporate Services/Treasurer

Town of St. Marys: Rod Brindley, Chief Administrative Officer/Clerk

Recording Secretary: Kerri Ann O'Rourke, Clerk, County of Perth

**Regrets:**

City of Stratford: Councillor Clifford  
County of Perth: Councillor Wilhelm

***Where appropriate, motions contained in the Municipal Liaison Committee Minutes are considered recommendations to the affected municipalities.***

1. **Adoption of Agenda**

**Moved by Councillor Henderson, Seconded by Councillor Forrest;  
THAT the February 17, 2011 Municipal Liaison Committee Agenda be adopted;  
Carried.**

2. **Disclosure of Pecuniary Interest and the General Nature Thereof**

None declared

3. Adoption of Previous Minutes – October 21, 2010

**Moved by Councillor Van Galen, Seconded by Councillor Henderson,  
THAT the minutes of the October 21, 2010 Municipal Liaison Committee be  
adopted; Carried.**

4. **Business Arising from Previous Minutes**

None.

5. **2010 Final Report and 2011 Budget Presentation**

Perth District Health Unit

Medical Officer of Health Miriam Klassen, Business Administrator Andy Brown and Board Chairperson, Joan Facey were in attendance at the meeting. Randy Brown presented the 2011 Perth District Health Unit budget.

It was noted that the overall 2011 budget increase is 2.9% and Andy Brown outlined how this impacted the sharing partners differently (ie Perth County 0.7% increase; City of Stratford 5.2% increase and Town of St. Marys 5.2% increase). The current agreement was developed in the 1970s, and utilizes the most recent MPAC enumeration figures to determine sharing of costs. The 2011 adjustment utilizes the 2010 enumeration figures.

Randy Brown noted that the 2011 budget funds mandatory programs. In 2012 the Small Drinking Water Program will be administered at the Health Unit level and it is anticipated that this new program will trigger additional budget increases.

Spruce Lodge

Peter Bolland, Administrator presented the 2011 Spruce Lodge budget. Lorraine Wheal, Business Manager was also in attendance.

It was noted that the municipal levy (three sharing municipalities) funds 6% of the total expenses. The total levy increased by \$ 14,457 for 2011.

Peter Bolland reported that the 2011 budget does not include contributions towards capital asset reserves. Some capital projects have been postponed so that the capital reserves are not depleted. The report submitted by Spruce Lodge requests a dialogue with municipal partners regarding the funding of capital projects (and reserves). A capital reserve study has been completed.

Social Services

Bill Tigert, Director of Social Services, presented the 2011 Social Services budget.

Bill Tigert outlined the impact of the Ontario Works and ODSP upload to the Province of Ontario. Ontario Works caseloads remain at a historic high and there was a 1% social assistance benefit increase in December 2010 (and an additional 1% anticipated in December 2011).

Bill Tigert reported that the Housing Division administers 663 public housing units on behalf of all Perth County municipalities and is forecasting an overall budget increase of 2.23% (capital costs related to aging buildings).

### Emergency Medical Services

Linda Rockwood, Director of Emergency Services for the County of Perth presented the 2011 Emergency Medical Services (EMS) budget. Linda Rockwood noted that over 80% of the EMS budget is salaries/benefits therefore increases to OMERS and other benefits have impacted the 2011 budget submission. Collective Agreements also have an impact on the salary/benefits figures. Increases to insurance premiums have contributed to the budget increase.

Linda Rockwood reviewed the Cross Border Billing issue which has been resolved with the City of Guelph and which impacts the Cross Boarder Billing reserve. Further research on the status of this reserve will be undertaken in 2011.

Linda Rockwood, Renato Pullia and Matt Ash provided the Committee with details on the calculation of the Perth County "Interdepartmental Charges – Overhead". The "Overhead" formula utilized in the 2011 Perth County budget was agreed upon by the Perth County and City of Stratford Treasurers in 2010. One of the largest impacts on the "overhead" cost in 2011 is the additional expenses incurred while ensuring that all Microsoft Licensing Agreements are in compliance. EMS utilizes a large proportion of Technology Services Division's resources.

### Provincial Offences

Linda Becker, POA Coordinator and Renato Pullia presented the 2011 Provincial Offences budget. Provincial Offences is a self funding program.

### Stratford Perth Archives

Betty Jo Belton, Archivist and Renato Pullia presented the 2011 Stratford Perth Archives budget.

It was noted that the County of Perth is undertaking a consolidation of operations which involves renovations to the current facility, the Registry Office facility and reducing the need for off-site storage throughout Perth County. Preliminary drawings for the renovation have been obtained. The renovation will result in higher "Overhead" costs for the Archives as they will be occupying additional space.

Matt Ash reviewed the size and projected cost of the renovation project (approximately \$ 930,000). An "accessibility" grant application for the ramp portion of the project has been approved.

Staff was directed to prepare a 5-year projection of the budget impact of the Archive Renovation Project.

Matt Ash reviewed the proposed construction of an EMS base/post in the east end of the City of Stratford. It has yet to be determined if the newly constructed facility will be a base, post or incorporate an Emergency Services Headquarters. Land has not yet been purchased.

### Stratford Perth Museum

Past President Bert Vorstenbosch and Museum Curator Linda Carter attended to present the 2011 budget and additional requests made by the Board.

It was noted that the budget submitted to the Municipal Liaison Committee makes the assumption that all requests for changes to loan and funding agreements (see January 17, 2011 submission to the County of Perth for details) will be approved.

### **MOTIONS:**

**Moved by Mayor Mathieson, Seconded by Councillor Forrest,  
That the Municipal Liaison Committee recommends to their respective  
Councils that the 2011 budget as presented for Perth District Health Unit, be  
supported; Carried.**

**Moved by Councillor Forrest, Seconded by Councillor Henderson,  
That the Municipal Liaison Committee recommends to their respective  
Councils that the 2011 budget as presented for Spruce Lodge, be supported;  
Carried.**

Further discussion ensued regarding the Perth County "Interdepartmental Charge – Overhead".

**Moved by Councillor Forrest, Seconded by Mayor Mathieson,  
That the Treasurers for the City of Stratford and County of Perth meet to  
review the formula utilized for "Overhead" charges and report back to the  
Municipal Liaison Committee; Carried.**

It was agreed that the Town of St. Marys Treasurer would be invited to attend any meetings relating to this topic.

**Moved by Councillor Van Galen, Seconded by Mayor Mathieson ,  
That support for the 2011 Perth County Emergency Medical Services budget  
be deferred; Carried.**

**Moved by Mayor Mathieson, Seconded by Councillor Van Galen,  
That the Municipal Liaison Committee recommends to their respective  
Councils that the 2011 budget for Perth County Provincial Offences, be  
supported; Carried.**

**Moved by Councillor Forrest, Seconded by Mayor Mathieson,  
That the Municipal Liaison Committee recommends to their respective  
Councils that the 2011 budget for the Stratford Perth Archives, be supported;  
Carried.**

**Moved by Councillor Forrest, Seconded by Mayor Mathieson,  
That the Municipal Liaison Committee recommend to their respective  
Councils that the existing funding agreement with the Stratford-Perth  
Museum continue (for the sake of the 2011 budget) with the exception of:**

- **The Building Loan (which comes due in April, 2011) be extended for 6 months;**
- **The Stratford-Perth Museum be requested to not pursue any additional capital projects without prior approval of the City of Stratford and County of Perth;**
- **Representatives of Stratford-Perth Museum Board, City of Stratford and County of Perth undertake discussions related to long term financial sustainability of the Museum;**

**Carried.**

6.0 Municipal Night

The Town of St. Marys will be hosting in 2011. An initial date of April 28<sup>th</sup> had been previously established but the Town of St. Marys will confirm arrangements and inform the members of Municipal Liaison Committee.

7.0 Correspondence  
None

8.0 New Business  
No new business.

9.0 Adjournment – Establish Next Meeting Date

Next MLC Meeting: April 21, 2011 1:30pm  
Hosted by: City of Stratford

**Moved by Councillor Henderson, Seconded by Councillor Forrest,  
That the February 17, 2011 meeting of the Municipal Liaison Committee be  
adjourned at 3:10 p.m.;** **Carried.**

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Julie Behrns, Warden  
County of Perth

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Kerri Ann O'Rourke, Clerk  
County of Perth

Dear Members of Council,

We would like to clarify several of the questions and concerns raised at the council meeting on Thursday February 24, 2011 when we presented our funding request.

- Councillors had questions regarding the portion of funding we are requesting from the County of Perth. The amount stated in the funding proposal is for program expansion into the Listowel area in the amount of \$33,200 **per year**. The Listowel program has been funded by United Way since November 1, 2010 until June 30, 2011 in the amount of \$17,500. Therefore, the amount we are requesting could be for the period of July 1 to Dec. 31, 2011 only, in the amount of \$20,000 [ $\$33,200 - (\$2200 \times 6 \text{ months})$ ]. The proposal that is before Council seeks approval to run this program for a full year from when the United Way funding runs out. A lesser, more incremental commitment may not give many we train enough time to complete the enrichment they need.
- United Way funding covers the very basic costs to run the program in Listowel at approximately \$2200.00/month. This covers instruction time, a few resources such as books, and promotion/marketing costs. Currently, LBS funding is supporting the administration fees with the additional support money from the Ministry, which will be spent as of March 31, 2011 (year end). To establish the program in Listowel, costs such as staff and tutor training, promotion and outreach to stakeholders, administration and management, and more resources increase the monthly cost to run the program effectively, which is why we increased this amount in our funding request. We did not receive the full amount we requested from United Way.
- The issue of double payment in regards to Ontario Works clients was also raised. Funding from the municipality for Ontario Works clients goes towards costs such as EI insurance, food and rent. The municipality does not contribute to upgrading the basic skills of the labour force. The recent economic recession has left a considerable number of the County's residents out of work. Many of these people entered the work force without completing high school. The cost for Literacy and Basic Skills programming goes towards essential skills upgrading which allows learners to get back on their feet with the employability skills necessary to find work or go on to further training and education. This program fills a significant gap not covered by other government programs. Without this program these individuals will be marginalized and not be able to develop the basic skills that will enable them to achieve employment in an environment that has raised their minimum standards.

Thank you for the opportunity to attend last week's Perth County council meeting. It is our hope that the above points will help to answer questions expressed at the meeting, but we would be most happy to respond further if necessary.

Sincerely,  
Yvonne Thompson and Carol Sproat  
Program Co-ordinators  
St. Marys Adult Learning Program