

# The Corporation of The County of Perth

## Minutes of the March 21, 2013 Council Meeting

March 21, 2013

- Council Present: Councillor Wilhelm  
Councillor Forrest  
Councillor McMillan  
Councillor Behrns  
Councillor Aitcheson  
Councillor Schneider  
Warden Judge  
Councillor French  
Councillor Ehgoetz  
Councillor McKenzie
- Absent: Director of Corporate Services, Treasurer Renato Pullia  
Clerk Kerri Ann O'Rourke
- Staff Present: Bill Arthur, CAO, Deputy Clerk  
Linda Rockwood, Director of Emergency Services  
Dave Hanly, Director of Planning & Development  
Matt Ash, Director of Public Works  
Pauline Walkom, Administrative Support  
Clerk/Recording Secretary
- Others Present: Christel Ivanyshyn, Community Emergency Management  
Coordinator, Corey Bridges, Deputy Treasurer

### 1. CALL TO ORDER

The Regular Meeting of Perth County Council with Quorum present was called to order at 9:00 A.M.

### 2. MOMENT OF REFLECTION

The Regular meeting of Perth County Council commenced with a moment of silent reflection.

### 3. CONFIRMATION OF THE AGENDA

**2013-66**

**Moved By: Councillor McKenzie**

**Seconded By: Councillor Forrest**

THAT the Council agenda for March 21, 2013 be approved;

Carried

**4. DISCLOSURE OF PECUNIARY INTEREST**

No Disclosure of Pecuniary Interest stated.

**5. CONSENT AGENDA - NONE**

**6. PUBLIC MEETINGS, PUBLIC HEARINGS AND DELEGATIONS - NONE**

**7. STAFF REPORTS**

**7.1 Planning and Development - NONE**

**7.2 Chief Administrative Officer**

**7.2.1 Summary of Staffing Levels 1999 - 2013**

**2013-67**

**Moved By: Councillor Wilhelm**

**Seconded By: Councillor Aitcheson**

THAT Perth County Council receive the report – Summary of Staffing Levels 1999-2013 for information;

Carried

**7.3 Corporate Services**

**7.3.1 2012 Statement of Remuneration and Expenses**

**2013-68**

**Moved By: Councillor Wilhelm**

**Seconded By: Councillor Ehgoetz**

THAT pursuant to S. 284 of the Municipal Act, S.O. 2001, c. 25, the 2012 Statement of Remuneration and Expenses for Perth County Council, designated committees and outside Boards, be hereby received;

Carried

### **7.3.2 2013 Budget Reduction Scenarios Update**

2013 Budget reduction scenarios were reviewed.

The review of Low Risk Budget Savings (green) proposal was completed.

Recess taken at 10:25 AM  
Council resumed at 10:35 AM

Moderate Risk Budget Savings (yellow) proposal were reviewed.

High Risk Budget Savings (red) proposals were reviewed.

County Banquet – Tab 3 – 6158 – Recommendation that the CAO look at ways to find cost reductions for the Appreciation Banquet.

Archives – Tab 5 – 5060 & 5404 – Recommend that this section be reviewed at a further date.

**2013-69**

**Moved By: Councillor McKenzie**

**Seconded By: Councillor Schneider**








THAT County Council accept all the green reductions and the yellow and one red reduction as listed on the attached summary sheet.

Carried

## Summary – Low Risk + Revenue Increases



### 2013-2015 BUDGET SAVING PROPOSAL










LEGEND












	Large Savings > \$50K +		Low Risk of Problems		Revenues
	Moderate Savings \$10 - \$50K		Moderate Risk		
	Small Savings < \$10K		High Risk		









The savings amounts have been identified as to whether they are a one-time (single year) or permanent savings, and in which year do the savings begin (2013, 2014 or 2015)









Presented in the order of the budget tabs in the budget binder

ITEM DESCRIPTION	SAVINGS	One-Time/ Permanent	WHICH YEAR	IMPACT	RISK ASSMT												
<b>Council Budget – Tab 3</b>																	
<b>Council 5100 Advertising</b>	\$ 200  2013 Remaining Budget (\$0)	Permanent	2013	These funds could be used to advertise special events or participate in a special edition of a newspaper. Based on the past three years, no expenditures have been made. By reducing it to zero, if there is a need for advertising then this line item would be over budget.													
<b>Council 5280 Professional Development</b>	\$ 3,000  2013 Remaining Budget (\$12,500)	Permanent	2013	<table style="width: 100%; border: none;"> <tr> <td style="text-align: right;"><b>Year</b></td> <td style="text-align: right;"><b>Budget</b></td> <td style="text-align: right;"><b>Actual</b></td> </tr> <tr> <td>2010</td> <td style="text-align: right;">\$22,000</td> <td style="text-align: right;">\$13,188</td> </tr> <tr> <td>2011</td> <td style="text-align: right;">\$22,000</td> <td style="text-align: right;">\$11,044</td> </tr> <tr> <td>2012</td> <td style="text-align: right;">\$15,000</td> <td style="text-align: right;">\$12,180</td> </tr> </table> <p>This reduction reflects an average of the expenditures for the past 3 years but does not reduce the availability of conferences, workshops, seminars.</p>	<b>Year</b>	<b>Budget</b>	<b>Actual</b>	2010	\$22,000	\$13,188	2011	\$22,000	\$11,044	2012	\$15,000	\$12,180	
<b>Year</b>	<b>Budget</b>	<b>Actual</b>															
2010	\$22,000	\$13,188															
2011	\$22,000	\$11,044															
2012	\$15,000	\$12,180															









ITEM DESCRIPTION	SAVINGS	One-Time/ Permanent	WHICH YEAR	IMPACT	RISK ASSMT
<b>Non-Departmental Budget – Tab 3</b>					
<b>Non-Departmental 5430</b> Transfer to County Sick Leave Reserve	\$ 36,000 \$ 24,750  2013 Remaining Budget (\$24,750)	Permanent Permanent	2013 2014	2013 amount includes the transfer (with interest) equal to what is required for a 100% payout from the reserve of the sick leave liability as of July 1, 2013 (County, other than EMS non-union), with no further accumulating liability. Should the payout occur after July 1 <sup>st</sup> , the transfer will need to increase.	
<b>Non-Departmental 5580</b> Transfer to EMS Sick Leave Reserve	\$ 287 \$ 288  2013 Remaining Budget (\$288)	Permanent Permanent	2013 2014	2013 amount includes the interest transfer equal to what is required for a 100% payout from the EMS reserve of the EMS sick leave liability as of July 1, 2013, with no further accumulating liability.	
<b>CAO Office Budget – Tab 4</b>					
<b>CAO 5100</b> Advertising	\$ 200  2013 Remaining Budget (\$ 0)	Permanent	2013	Based on the past couple of years, no expenditures have been made.	
<b>CAO 5280</b> Professional Development	\$ 500  2013 Remaining Budget (\$6,500)	One-time	2013	Reduced to reflect not participating in OGRA/ROMA.	
<b>CAO 5250</b> Office Supplies	\$100  2013 Remaining Budget (\$400)	Permanent	2013	Based on actual expenditures in previous couple of years.	
<b>Clerk Budget – Tab 4</b>					
<b>Clerk 5100</b> Advertising	\$ 350  2013 Remaining Budget (\$ 0)	Permanent	2013	These funds could be used for a variety of Public Notices required under the Municipal Act & Corporate Policy. It is completely dependent on the activities of the corporation in a particular year and we cannot always predict in advance. Based on the past three years, no expenditures have been made. By reducing it to zero, if there is a need for advertising then this line item would be over budget.	
<b>Clerk 5280</b> Memberships	\$ 250  2013 Remaining Budget (\$400)	Permanent	2013	Reduced to reflect actual invoice received in February 2013 for Clerk's AMCTO membership. Will be slight increases in future years to reflect Association's adjustments.	
<b>Clerk 5220</b> Mileage	\$ 100  2013 Remaining Budget (\$200)	Permanent	2013	To reflect actual costs in previous years.	
<b>Clerk 5250</b> Office Supplies	\$ 300  2013 Remaining Budget (\$1K)	Permanent	2013	Reducing by \$300 will have a low impact on purchase of files/labels etc for the records management project. Where we are deficient in files/labels etc the purchases can be delayed to 2014. May slow project activity in November/December 2013.	




ITEM DESCRIPTION	SAVINGS	One-Time/ Permanent	WHICH YEAR	IMPACT	RISK ASSMT
<b>Human Resources Budget – Tab 4</b>					
<b>HR</b> <b>5280</b> Professional Development	\$ 470  2013 Remaining Budget (\$5,755)	One-time	2013	1. Reduce attendance at Stratford & District HR mtgs from 20 (10 x 2 attendees) to 14 total. 2. Reduce skills development workshops from 3 to 2.	
<b>HR</b> <b>6340</b> Health & Safety	\$ 200  2013 Remaining Budget (\$17,080)	Permanent	2013	Budget previously included 20 employees participating in Fire Extinguisher training, reduce this to 12 people – (EMS budgets for own staff).	
<b>HR</b> <b>5282</b> Corporate Professional Development	\$ 5,000.  2013 Remaining Budget (\$12,762)	One-time	2013	Postpone Coaching/Team Building for SMT.	
<b>Accessibility Budget – Tab 4</b>					
<b>Accessibility</b> <b>6020</b> AAC Remuneration	\$ 1,030  2013 Remaining Budget (\$7,610)	Permanent	2013	A member of the Accessibility Advisory Committee has resigned. This post will remain vacant.	
<b>Accessibility</b> <b>5220</b> Mileage	\$ 244  2013 Remaining Budget (\$3,900)	Permanent	2013	Due to member resigning from committee, savings in mileage will be realized.	
<b>Accessibility</b> <b>5280</b> Professional Development	\$ 1,090  2013 Remaining Budget (\$1,640)	One-time	2013	Originally included AMCTO training in budget. Will no longer be planning to attend due to Agenda, instead attending conference in Guelph – less \$	
<b>Accessibility</b> <b>4080</b> Other Municipal - Stratford	\$ 500  2013 Remaining Budget (\$500)	One-time	2013	Hourly Rate for AAC services to the City of Stratford (43.00 x 11 hours of service) (Could be higher depending on requirements and availability)	
<b>Economic Development Budget – Tab 4</b>					
<b>Economic Dvlpmt</b> <b>5210</b> Memberships	\$ 300  2013 Remaining Budget (\$5,700)	One-time	2013	Actual Membership Renewals are available and slightly less than budgeted	
<b>Economic Dvlpmt</b> <b>5320</b> Telecommunications	\$ 400  2013 Remaining Budget (\$1,400)	Permanent	2013 - 2015	Budget adjustments to account for ipad. Actual billing has been received to allow for more accurate projection	
<b>Finance Budget – Tab 5</b>					
<b>Finance</b> <b>5260</b> Photocopying	\$1,000  2013 Remaining Budget (\$7,350)	Permanent	2013	Further reduction of Photocopy expense based on last 3 years average; small risk of going over budget	
<b>Finance</b>	\$510	Permanent	2013	Cancellation of payroll courses for the Deputy	

ITEM DESCRIPTION	SAVINGS	One-Time/ Permanent	WHICH YEAR	IMPACT	RISK ASSMT
<b>5280</b> Professional Development	2013 Remaining Budget (\$8,075)			Treasurer. Risk is to the insurances of compliance.	
<b>Finance</b> <b>6740</b> Technology Services	\$500 2013 Remaining Budget (\$11,500)	Permanent	2013	Minor adjustment to reflect actuals on past 3 year average.	
<b>Technology Services Budget – Tab 5</b>					
<b>Technology Services</b> <b>5310</b> Subscriptions	\$500 2013 Remaining Budget (\$100)	Permanent	2013	Remove one TechNet Pro subscription. We currently receive one TechNet Pro subscription already as part of every 3yr contract we sign with Microsoft licensing	
<b>Provincial Offences Administration Budget – Tab 5</b>					
<b>Provincial Offences</b> <b>4220</b> Fine Revenue	Increased revenue By \$120,000 2013 Remaining Budget (\$1.65M)	One-time	2013	The projection for revenue from fine collection has already been increased in optimistic hopes that the three collection agencies involved in the pilot project.  On Jan 18 a company was fined \$150,000. This fine is due prior to May 3, 2013 and based on the history and reputation of the company, this fine is expected to be paid. This will also result in an increase in VFS costs by \$30,000.  This is a one-time increase only as such large fines are not regularly collected.	
<b>Provincial Offences</b> <b>6810</b> Victim Fine Surcharges	\$ 30,000 2013 Increased to (\$300K)	One-time	2013	As per above (4220 Fine Revenue), such increases result in a flow-through increase in Victim Fine Surcharges (based on a % of the fine) paid to the Province.	
<b>Provincial Offences</b> <b>4240</b> Transcript Revenue	Increased revenue By \$2,500 2013 Increased to (\$4K)	One-time	2013	Increased requests for transcripts resulting from multi-day trial. Transcripts produced to March 4, 2013 produce revenue in the amount of \$2,323.	
<b>Provincial Offences</b> <b>5190</b> Legal	\$ 4,000	Permanent	2013	This Division historically has not used legal until last year. Traditionally, we budget \$1,000 with little usage.	
<b>Archives Budget – Tab 5</b>					
<b>Archives</b> <b>5280</b> Professional Development	\$ 250 2013 Remaining Budget (\$2,500)	Permanent	2013	Represents the cost of one workshop for one staff member.	
<b>Archives</b> <b>6050</b> Archival Supplies	\$ 250 2013 Remaining Budget (\$4,000)	Permanent	2013	Fewer special supplies, like acid-free file folders and boxes, available to protect collection	
<b>Archives</b>	\$ 2,000	One-time	2013	Defer for 1 year, cataloguing more of the rare	

ITEM DESCRIPTION	SAVINGS	One-Time/ Permanent	WHICH YEAR	IMPACT	RISK ASSMT
<b>6740</b> Technology Services	2013 Remaining Budget (\$13,100)			book library into PCIN shared on-line catalogue.	
<b>Roads Division – 31-1-5000 General Maintenance Budget – Tab 6</b> [Note: Savings are pre-overhead, therefore no remaining budget is shown as it is impacted by overall changes in overhead distribution, and not available at time of writing the report]					
<b>Roads 5640</b> Sign Maintenance	\$ 3,000	Permanent	2013	Material costs for sign replacements have not been as high as was previously anticipated. This budget line can be slightly reduced.	
<b>Roads 31-1-ADMREVTR</b> TRXROADS Transfer to Roads Reserve	\$ 200,000, offset to \$0 by an increase in Winter Mntce Reserve  2013 Remaining Budget (\$1.8M)  Based on separate report, these savings are offset by a corresponding increase in Winter Maintenance costs	One-time	2013	Allocation to Roads/Bridges Capital can be reduced. This was also done in 2012. Inevitably, allocations to Capital must increase. The result of this one-time reduction may result in a delay of the 10-year capital plan, and a possible lower level of service on County roads. Due to 2013 winter expenditures to date, this amount should be shifted to Winter Maintenance operating, resulting in no net savings. <b>Please see Winter Maintenance Report under separate cover.</b>	n/a
<b>Planning Budget – Tab 7</b>					
<b>Planning 5040</b> OMERS	\$12,635  2013 Remaining Budget (\$26,938)	One-time	2013	Reduction due to the County having no OMERS expense in 2013 for one 35 year+ employee.	
<b>Planning 5280</b> Professional Development	\$ 1,000  2013 Remaining Budget (\$5,000)	One-time	2013	OPPI Conference is in London this year and should result in less cost to attend.	
<b>Planning 6010</b> 911/Municipal Addressing	\$500  2013 Remaining Budget (\$1,500)	Permanent	2013	Property number sign supplies appear to be in reasonable shape resulting in less supplies being ordered.	
<b>Planning 6160</b> County Official Plan Expenses	\$2,000  2013 Remaining Budget (\$5,000)	Permanent	2013	Expenses are for 5-yr. review of the County OP. While difficult to predict exact expense amount, a \$2,000 reduction should not result in a major impact.	
<b>Planning 6310</b> GIS Supplies	\$500  2013 Remaining Budget (\$1,500)	Permanent	2013	Expenses are for GIS equipment/mapping supplies. Proposed reduction impact should be minimal.	
<b>Planning 6580</b> Public Relations	\$250  2013 Remaining Budget (\$250)	Permanent	2013	Reduction impact should be minimal.	



ITEM DESCRIPTION	SAVINGS	One-Time/ Permanent	WHICH YEAR	IMPACT	RISK ASSMT
<b>Planning</b> 6730 Subdivision Approval Process	\$500  2013 Remaining Budget (\$500)	Permanent	2013	For Public Mtg. Notices in newspaper (if required) and for notice sign supplies. Sign supplies were last ordered in 2012 and are in good supply at present. Expenses can be split between County OP Expenses, Subdivision Approval Expenses, and Land Division supplies accounts. Impact of \$500 amount in this account should be minimal.	
<b>EMS Budget – Tab 8</b>					
<b>EMS</b> 5280 Professional Development	\$ 2,000  2013 Remaining Budget (\$27,750)	One-time	2013	<b>Eliminate EMS Chiefs of Canada conference</b> in New Brunswick, only attend Ontario Chiefs conference.	
<b>EMS</b> 5280 Professional Development	\$ 2,000  2013 Remaining Budget (\$27,750)	Permanent	2013	<b>Change training location to Perth South Council Chambers from Rotary Complex.</b> Used Perth South for January 2013 sessions successfully, 20 sessions (savings \$100 per session). Not required once HQ constructed.	
<b>EMS</b> 5580 Transfer to EMS Sick Leave Reserve	\$ 1,890 \$ 5,477  2013 Remaining Budget (\$5,477)	Permanent Permanent	2013 2014	2013 amount includes the transfer equal to what is required for a 100% payout from the EMS reserve of the EMS non-union sick leave liability as of July 1, 2013, with no further accumulating liability. Should the payout occur after July 1 <sup>st</sup> , the transfer will need to increase.	
<b>Emergency Management Budget – Tab 8</b>					
<b>Emergency Mgmt</b> 5220 Mileage	\$ 1,000  2013 Remaining Budget (\$3K)	Permanent	2013	In line with 2012 actuals. CEMC travels to workshops and meetings to reduce accommodation costs and uses the train as much as possible to reduce mileage costs.	
<b>Emergency Mgmt</b> 5320 Telecommunication	\$ 600  2013 Remaining Budget (\$2,400)	Permanent	2013	In line with 2012 actuals.	
<b>Technology Services Budget – Tab 5</b>					
<b>Technology Services</b> 5474 Transfer to Reserve	\$15,000  2013 Remaining Budget (\$70,000)	Permanent	2013	Extending the useful life thresholds of several asset classes and modifying our server replacement schedule reduces the yearly transfer to reserve requirement. <b>Extending the useful life threshold of IT assets increases the risk of hardware failures and costs associated with maintaining older assets.</b>	
<b>Technology Services</b> 6470 Network Support	\$3,000  2013 Remaining Budget (\$7,000)	Permanent	2013	Internal staff expertise has reduced the amount and frequency of third party support costs. Includes cancelling an external penetration test in 2013 that would evaluate our network for external threat vulnerabilities.	

ITEM DESCRIPTION	SAVINGS	One-Time/ Permanent	WHICH YEAR	IMPACT	RISK ASSMT
<b>Planning Budget – Tab 7</b>					
<b>Planning 5000</b> Salaries	\$5,000  2013 Remaining Budget (\$393,304)	Permanent	2013	Elimination of ½ GIS student position. A second GIS student was added to the draft 2013 budget, with ½ of the student's time (8 weeks) allocated to Planning and ½ of the student's time (8 weeks) allocated to Emergency Management. The Planning time is intended to assist with mapping associated with the 5 yr. review of the County Official Plan.	
<b>Planning 5190</b> Legal	\$5,000  2013 Remaining Budget (\$7,000)	One-time	2013	Legal expenditures are typically for OMB Hearings related to OPA decisions, which can amount to \$3,500 per day. Thus far in 2013, we have one such appeal (i.e. proposed OPA No. 127). In reducing the 2013 Legal amount to the 2012 figure of \$7,000, it needs to be recognized that the 2013 Legal expenditures for OMB Hearings could exceed this amount and put the account in a deficit position.	
<b>Emergency Management Budget – Tab 8</b>					
<b>Emergency Mgmt 5000</b> Salaries	\$ 5,000  2013 Remaining Budget (\$70,800)	One-time	2013	Elimination of a ½ of GIS student to complete Carcass Disposal Project (other ½ under Planning). Perth County has an opportunity to be a leader in this required project. FAD is a significant risk in Perth County. Although we have a FAD response plan, it is incomplete without the carcass destruction and disposal component.	

**2013-70**

**Moved By: Councillor Wilhelm**

**Seconded By: Councillor French**

THAT County Council transfer \$450,000.00 from the 2013 Levy Stabilization Fund required to reduce the levy;

Carried

**7.4 Emergency Services - NONE**

**7.5 Public Works - NONE**

**8. CORRESPONDENCE - NONE**

**9. COUNCIL REPORTS**

**9.1 Warden Meeting Log & Report - NONE**

**9.2 Council Member Reports - NONE**

**10. BY-LAWS - NONE**

**11. NOTICE OF MOTIONS - NONE**

No Notice of Motions were received.

**12. OTHER BUSINESS - NONE**

**13. ANNOUNCEMENTS - NONE**

**14. CLOSED SESSION MEETING AND REPORTING OUT - NONE**

**15. CONFIRMATORY BY-LAW**

**2013-71**

**Moved By: Councillor Wilhelm**

**Seconded By: Councillor Aitcheson**

THAT By-law 3353-2013, being a By-law to confirm the Proceedings of the Council of the Corporation of the County of Perth at its regular meeting held on March 21, 2013 be read a first, second and third time;

Carried

**16. ADJOURNMENT**

**2013-72**

**Moved By: Councillor Schneider**

**Seconded By: Councillor Wilhelm**

THAT the meeting adjourn at 12:01 PM

Carried