



Special Council Meeting
Municipality of West Grey
402813 Grey County Rd 4, Durham, ON N0G 1R0

January 27, 2021, 9 a.m.

Virtual meeting

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Pages

1. Call to order
2. Moment of reflection
3. Declaration of pecuniary interest and general nature thereof
4. Business arising from the previous meeting
 - 4.1. Staff Reports - Director of Finance/Treasurer - 2021 Budget Review 1
5. Budget Presentations
 - 5.1. Malcolm Beddoe, West Grey Public Library Board Chair, 2021 Library Budget 5
 - 5.2. Rob Martin, West Grey Police Service Chief of Police, West Grey Police Services Budget 10
6. Adjournment

Recommendation:

That we do now adjourn at _____, to meet again on February 2, 2021 or at the call of the chair.

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Council Report

Meeting date:	January 20, 2021
Title:	2021 Budget Review
Prepared by:	Kerri Mighton, director of finance/treasurer
Reviewed by:	Laura Johnston, CAO

Recommendation

That council review the draft 2021 budget.

Executive summary

The detailed 2021 draft budget package was distributed to council members at the end of November. Several items, as listed in the 2021 budget impacts summary, require decisions to be made by council in order to move the budget forward.

Background and discussion

Below is a summary of the 2021 budget impact summary as circulated plus additional budget considerations/information that have been received since the November package was distributed.

Dept	Items included in the 2021 Draft Budget		New items not in draft 2021 budget	Description
	Operating	Capital		
	Operating			
All	\$113,000			Estimated impact of wages/benefits for new grid
Council	\$9,911			Change to base pay + per diems for conference only
All			\$225,000	Estimated wages/benefits for 3 new positions: Financial Analyst, CSR/Records Mgr, Environ. Coordinator
All			\$90,000	Insurance premium increase not fully included in budget (29%)
Admin	\$71,000			Annual repayment for police station land
Admin	\$300,000			Estimated construction loan payments for new police station

January 20, 2021 (2)

Dept	Items included in the 2021 Draft Budget		New items not in draft 2021 budget	Description
	Operating	Capital		
Fire	\$24,018			New radio infrastructure through Grey County
Fire	\$35,000			Estimated loan payments for Neustadt Fire Truck
Fire	\$3,480			Net impact of peer support program
Recreation	\$60,000			Net wages/benefits return of community services manager from secondment
Recreation	\$10,000			Decrease in program revenues
Recreation	\$7,375			Youth develop & accessible programming
Recreation	\$5,000			Youth develop capstone project
Recreation	\$4,540			Additional community resiliency programming
Recreation	\$5,000			New trails expense
Council	\$23,500			Increased contract labour for integrity commissioner
Recreation ECC Brd			\$10,000	Elmwood Comm. Centre 50% share of budgeted 2021 deficit
Police Brd	\$11,264			Increase in dispatch fees
Police Brd	\$461,867			Net wages/benefits special constable in 2020; 1 senior command full year; 1 cadet in May; 1 cadet in Sept
Library Brd			\$64,203	Estimated wages/benefits for new grid and additional for change position from PT to FT
Library Brd			\$4,000	Increase book purchases to 2019 level
Library Brd			\$2,500	Computer replacement, wifi hotspots, lending laptops
Library Brd			\$2,000	Local history database
Library Brd			\$1,085	Various other items – see report from Library
		Capital		
Fire		\$20,425		Net increase to levy contribution towards capital
Recreation		\$58,000		Dur. Arena: 2 dehumidifiers; ammonia valves, floor scrubber
Recreation		\$15,000		Dur. Town Hall: transfers to playground and accessible washroom reserves

January 20, 2021 (3)

Dept	Items included in the 2021 Draft Budget		New items not in draft 2021 budget	Description
	Operating	Capital		
Recreation		\$55,000		Nby Arena: transfers to Hall Reno and Ice Resurfacers reserves
Recreation	\$9,500	(\$17,500) \$8,000		Nby Arena: Realign operating, capital by reducing Hall Reno reserve transfer
		\$13,500		Nby Cent. Hall: new playground, ball diamond groomer, hall kitchen reno reserve
		\$30,000		Neu. Arena: ball diamond lighting
		\$8,500		Neu. Comm. Hall: ball diamond groomer, hall roof reserve
		\$5,000		Neu. Park: playground surface & equipment
Library			\$10,000	Additional capital for flooring in Durham at \$25,000
SubTotals	\$1,154,455	\$195,925	\$408,788	
Other Misc	\$119,944			Various items not specifically identified
Total Operating & Capital & New Items			\$1,879,112	

Legal and legislated requirements

None.

Financial and resource implications

Establish the 2021 budget for final bylaw approval.

Staffing implications

The 2021 budget will provide direction to departments to implement council's priorities for the year.

Consultation

All departments.

Alignment to strategic vision plan

Pillar: build a better future

Goal: vibrant community

Strategy: be responsible stewards of the tax dollars



January 20, 2021 (4)

Attachments

None.

Next steps

January 27, 2021 will be the next special council meeting for continued budget review. A public meeting regarding the budget will be scheduled for February and final budget bylaw will be presented for passing at the March 2, 2021 council meeting.

Respectfully submitted:

Kerri Mighton

Director of Finance/Treasurer

West Grey Public Library 2021 Budget – Executive Summary
 Prepared by: Kim Storz, Chief Librarian/CEO

Summary:

The proposed 2021 Library budget amount of \$389,150. This represents a \$73,788 budget increase to the levy.

2020 budget review

Expenditure	2020 budget	COVID impacts
Staffing	<ul style="list-style-type: none"> • Increase summer student from 8 weeks to 12 weeks • Increase staff hours by 21 hours. To increase staff to 4.9FTE 	<ul style="list-style-type: none"> • Staff budget reduced by \$14,491. • Summer student not hired • Staff hours were not increased, staff member retired during COVID and not replaced. No Saturdays at this time. 4.3FTE
Programming		Municipal building rental reduced by \$800. programs not held in Municipal building
ILLO	Postage delivery \$1,000	<ul style="list-style-type: none"> • ILLO shut down during COVID closures • Budget reduced to \$700 • Won't be using all \$700 with COVID closures.
COVID costs	\$2,400 added expense	Cleaning supplies, hand sanitizer, Plexiglas
Book Budget		\$4,000 reduced
Program Development		▪ \$1,600 reduced

West Grey Public Library 2021 Budget – Executive Summary
 Prepared by: Kim Storz, Chief Librarian/CEO

		<ul style="list-style-type: none"> ▪ Programs not provided in person
Courier		<ul style="list-style-type: none"> ▪ \$1,250 reduced ▪ One staff member working in branches, allowing for less courier at this time.
Building Maintenance	large budget increase	Durham furnace has needed multiple service calls and part replacements, toilets replaced, flooring buckled, Durham office build listed here, revenue from reserves was used to offset

Proposed 2021 Operating Budget Changes

- **Saved money due to closures during COVID and not hiring staff member, was able to reduce operating budget to \$315,362, although we will need full budget in 2021 to reinstate full opening hours.**

Expenditure	Level of Service	Budget Increase
Staffing	<ul style="list-style-type: none"> • [REDACTED] wages used from service review – calculated starting Jan 1st • Staff hours at 5.3 FTE • Increase in benefits • Reduced operating and staff hours till April 	<ul style="list-style-type: none"> • \$50,069 increase in wages • Add 5 hrs to 30 hr position to make full-time • \$14,134 increase in benefits
Technology, maintenance	<ul style="list-style-type: none"> • Computer replacement, wifi 	<ul style="list-style-type: none"> • \$2,500 increase

West Grey Public Library 2021 Budget – Executive Summary

Prepared by: Kim Storz, Chief Librarian/CEO

	hotspots, lending laptops	
Automation (software)	<ul style="list-style-type: none"> Local history database 	<ul style="list-style-type: none"> \$2,000 increase
Book processing & book purchases	<ul style="list-style-type: none"> Reinstated to 2019 budget 	<ul style="list-style-type: none"> \$24,000 & \$3,000
Advertising	<ul style="list-style-type: none"> Increase to promote programs more often and general information to public 	<ul style="list-style-type: none"> \$400 increase
Programming	<ul style="list-style-type: none"> Add craft in bag programs Add new digital programs (work from home topics, how to use our computer systems, Hotspots) Add new items for loan (snowshoes, dementia kits) 	<ul style="list-style-type: none"> Reinstated 2019 budget
Hall rentals	<ul style="list-style-type: none"> In person programs later in 2021 	<ul style="list-style-type: none"> \$400 increase
Overdrive/e-resources	<ul style="list-style-type: none"> Increase in pricing, added Kanopy 	<ul style="list-style-type: none"> \$1,000 increase
Contracting library services	<ul style="list-style-type: none"> To move from Municipal cost centre to library cost centre 	<ul style="list-style-type: none">
Heat	<ul style="list-style-type: none"> Reduced heat in Ayton and Neustadt (propane now) 	<ul style="list-style-type: none"> \$1,400 decrease
Telephone	<ul style="list-style-type: none"> Elmwood phone 	<ul style="list-style-type: none"> \$400 decrease
Internet	<ul style="list-style-type: none"> To cover hotspots data charge 	<ul style="list-style-type: none"> \$700 increase
Lot Maintenance	<ul style="list-style-type: none"> Savings with Durham 	<ul style="list-style-type: none"> \$800 decrease
Total Operating Increase		\$73,788

West Grey Public Library 2021 Budget – Executive Summary
Prepared by: Kim Storz, Chief Librarian/CEO

The recommended staffing guideline (Ontario Public Library Guidelines) for libraries is .5 to .7 per 1000 population. We are slowly raising our staffing levels to try and reach .5 per 1000 which is 6.15 FTE (215 staff hours) over the next few years which is the minimum # of staff hours. The 2021 budget places WGPL at 5.3 FTE.

Proposed 2021 Capital Budget

Items	Rationale	Budget Increase
Durham	Flooring	\$25,000
Total Capital		\$25,000

DRAFT

	1000	2000	3000	4000	5000		2,021	2,020	\$\$ BUDGET	% BUDGET
	ELMWOOD	NEUSTADT	NORMANBY	DURHAM	BOARD	WGPL		Approved	CHANGE	CHANGE
REVENUE										
			0	0	0		-6,000	-6,000	-4,000	-2,000 50.00%
2470003076								0	0	0
2470003076								0	0	0
2470005300							-24,190	-24,190	-24,190	0 0.00%
2470005300								0	0	0
2470005310								-800	0	-800
2470005320								0	0	0
2470005350								0	0	0
2470005410							-1,250	-1,250	-1,250	0 0.00%
2470005411							-1,250	-1,250	-1,250	0 0.00%
2470005412							-1,250	-1,250	-1,250	0 0.00%
2470005415								0	0	0
2494706540										0
TOTAL REVENUES		0	0	0	0		-33,940	-34,740	-31,940	-2,800 8.77%
EXPENDITURES										
2540001010							265,633	265,633	215,564	50,069 23.23%
2540001015							55,107	55,107	40,973	14,134 34.50%
2540002011							1,000	1,000	1,000	0 0.00%
							700	700	700	0 0.00%
							1,500	1,500		1,500
2540002015							5,000	5,000	4,600	400 8.70%
2540002021							1,000	1,000	1,250	-250 -20.00%
2540002022							1,800	1,800	1,500	300 20.00%
2540002035							4,000	4,000	1,500	2,500 166.67%
2540002036							4,000	4,000	2,000	2,000 100.00%
2540003043							3,000	3,000	2,500	500 20.00%
2540002044							24,000	24,000	20,000	4,000 20.00%
2540002045							1,000	1,000	1,000	0 0.00%
2540002046							1,000	1,000	1,000	0 0.00%
							1,400	1,400	1,400	0 0.00%
2540002012							300	300	300	0 0.00%
2540002013							1,000	1,000	600	400 66.67%
2540002020							400	400	400	0 0.00%
2540002023							2,500	2,500	815	1,685 206.75%
							400	400	0	400
2540002026							4,000	4,000	3,000	1,000 33.33%
2540002027							4,600	4,600	4,600	0 0.00%
2540002028							2,500	2,500	2,700	-200 -7.41%
2540002077							4,000	4,000	4,000	0 0.00%
								0		0
2540003011							3,400	3,400	3,400	0 0.00%
SUBTOTAL		0	0	0	0		393,240	393,240	314,802	78,438
BRANCH EXPENSES										
2570002008			600	100	700			1,400	1,400	0 0.00%
2570002009			2,000	2,000	1,200			5,200	6,600	-1,400 -21.21%
2570002014			1,500	1,800	3,000			6,300	6,300	0 0.00%
2570002016		50	400	400	1,500			2,350	2,700	-350 -12.96%
2570002017			800	800	2,200			3,800	3,100	700 22.58%
2570002025			1,000	1,000	1,000			3,000	3,000	0 0.00%
2570002050			300	600	1,500			2,400	3,200	-800 -25.00%
2570003011			600	600	5,000			6,200	6,200	0 0.00%
SUBTOTAL BRANCH EXPENSES	50	7,200	7,300	16,100	0		30,650	32,500	-1,850	
TOTAL EXPENDITURES		7,200	7,300	16,100	0		423,890	347,302	76,588	22.05%
West Grey Library Levy		7,200	7,300	16,100	0		389,150	315,362	73,788	23.40%

		2021 DRAFT POLICE BUDGET				
2021 DRAFT Police Budget			BV21	BV22		
		BV20	Draft	FORECAST		
Account Code	Description	2020 BUDGET	2021 BUDGET	2022 BUDGET	Explanation of Projected 2020 Variances and/or Significant Changes in Budget from 2020 to 2021	diff BV20 to BV21
1430193076	Police transfer from reserve					
1430195410	Revenue Police Miscellaneous * * *	(5,000.00)	(5,000.00)	(5,000.00)		0.00
1430195411	Revenue Police Accident Report	(1,600.00)	(1,600.00)	(1,600.00)		0.00
1430195412	Revenue Police Alarms Fine	(4,000.00)	(4,000.00)	(4,000.00)		0.00
1430195413	Provincial Grants	(54,000.00)	(54,000.00)	(54,000.00)		0.00
1430195414	Revenue Police Donations		0.00	0.00		0.00
1430195418	Police Special Constable Revenue		(65,000.00)	(65,000.00)	Special Constable contract transferred to WG part way through 2020	(65,000.00)
1430195420	Police Security Guard Revenue/Pay Duty	(2,000.00)	(2,000.00)	(2,000.00)		0.00
1430195421	Police Record Checks/Electronic fingerprint c	(22,000.00)	(12,500.00)	(12,500.00)	affected by COVID	9,500.00
1430195422	Police Revenue - STD Payments		0.00	0.00		0.00
1430195423	Police Revenue - WSIB Payments		0.00	0.00		0.00
TOTAL OPERATING REVENUES		(88,600.00)	(144,100.00)	(144,100.00)		
1519001010	Police Wages	2,092,990.00	2,533,846.00	2,666,210.00	1 senior command full year, 1 cadet in May, 1 cadet in Sept	
1519001011	Police Services CPP	60,812.00	74,661.00	81,459.00		
1519001012	Police Services EI	21,206.00	23,958.00	26,213.00		
1519001013	Police Services Life Insurance	71,926.00	94,466.00	103,171.00		
1519001014	Police Service Omers	230,284.00	277,322.00	307,779.00		
1519001015	Police Services Benefits	500.00	500.00	500.00		
1519001016	Police Employee Assistance Program	600.00	600.00	600.00		
1519001020	Police Sunlife Group Insurance	149,728.00	132,478.00	145,938.00		
1519001021	Police Services EHT	43,123.00	49,238.00	54,267.00		
1519001022	Police Services Worker Compensation	59,382.00	70,349.00	76,886.00	total wages & benefits change	526,867.00
1519001023	Police - RRSP					0.00
1519001099	Police Future Benefits					0.00
1519002010	Police Service Miscellaneous	8,000.00	8,000.00	8,000.00		0.00
1519002011	Police Services Office Supplies	5,500.00	5,500.00	5,500.00		0.00
1519002012	Police - RCMP/EFD	4,900.00	4,900.00	4,900.00		0.00
1519002013	Police Community Service	3,500.00	3,500.00	3,500.00		0.00
1519002014	Police Services Utilities	9,000.00	9,000.00	9,000.00		0.00
1519002015	Police Services Building Maint'	4,000.00	4,000.00	4,000.00		0.00
1519002016	Police Services Telephone & Fax	8,000.00	8,000.00	8,000.00		0.00
1519002018	Police Ser Course Stipend/Training	30,000.00	30,000.00	30,000.00		0.00
1519002019	Police Services Uniforms	15,000.00	15,000.00	15,000.00		0.00
1519002020	Police Services Gen Membership/Dues	2,000.00	3,000.00	3,000.00		1,000.00
1519002021	Police Services Mileage	1,000.00	1,000.00	1,000.00		0.00
1519002023	Police Service Conference Expense	5,000.00	5,000.00	5,000.00		0.00
1519002024	Police Legal Fees	5,000.00	5,000.00	5,000.00		0.00
1519002025	Police Services Insurance	16,000.00	21,000.00	21,000.00		5,000.00
1519002027	Police Services Radio License Fee	1,000.00	1,000.00	1,000.00		0.00

		2021 DRAFT POLICE BUDGET				
2021 DRAFT Police Budget			BV21	BV22		
		BV20	Draft	FORECAST		
Account Code	Description	2020 BUDGET	2021 BUDGET	2022 BUDGET	Explanation of Projected 2020 Variances and/or Significant Changes in Budget from 2020 to 2021	diff BV20 to BV21
1519002028	Police Communicatn Maint/Radio Rent		0.00	0.00		0.00
1519002029	Police Services Fuel		0.00	0.00		0.00
1519002034	Police Technology/Niche	31,000.00	35,500.00	35,500.00		4,500.00
1519002035	Police Services Equipment Maint'	8,400.00	8,400.00	8,400.00		0.00
1519002036	Police Services Dispatch	137,575.00	148,839.00	151,816.00	increase to contracted dispatch	11,264.00
1519002037	Police Services Lockup/Holding	10,000.00	12,000.00	12,000.00		2,000.00
1519002049	Police Rents & Services	2,500.00	2,500.00	2,500.00		0.00
1519003000	Police Services Equipment Purchases	25,000.00	25,000.00	25,000.00		0.00
1519003011	Police Services Contract Labour	55,900.00	16,018.00	16,338.00	changed shared Sp. Const. position	(39,882.00)
1519003012	Police Contract Labour Special Projects	10,000.00	10,000.00	10,000.00		0.00
1519003075	Police Transfer to Reserve	70,000.00	90,000.00	0.00	reserve for radio system upgrade est. \$240,000 in 2022	20,000.00
1519003077	Police Services Transfer to Capital	85,000.00	63,500.00	88,000.00		(21,500.00)
POLICE SERVICES		3,283,826.00	3,793,075.00	3,936,477.00		
1519012010	Scenes of Crime Material/Supplies	1,000.00	1,000.00	1,000.00		0.00
SCENES OF CRIME		1,000.00	1,000.00	1,000.00		
1519022010	Traffic Control Material/Supplies	1,000.00	1,000.00	1,000.00		0.00
TRAFFIC CONTROL		1,000.00	1,000.00	1,000.00		
1519032010	Criminal Control Material/Supplies	2,000.00	2,000.00	2,000.00		0.00
CRIMINAL CONTROL		2,000.00	2,000.00	2,000.00		
1-5-1910-2034	Cruisers - R&M					0.00
1519202029	Cruiser #2-fuel	9,333.00	9,333.00	9,333.00		0.00
1519202034	Cruiser #2-repair & maint	7,167.00	7,167.00	7,167.00		0.00
1519212029	Cruiser #11-Fuel	9,333.00	9,333.00	9,333.00		0.00
1519212034	Cruiser #11- repair & maint	7,167.00	7,167.00	7,167.00		0.00
1519222029	Cruiser #10-Fuel	9,333.00	9,333.00	9,333.00		0.00
1519222034	Cruiser #10- repair & maint	7,167.00	7,167.00	7,167.00		0.00
1519242029	Cruiser #3- Fuel	9,333.00	9,333.00	9,333.00		0.00
1519242034	Cruiser #3- repair & maint	7,167.00	7,167.00	7,167.00		0.00
1519262029	Cruiser #4-Fuel	9,333.00	9,333.00	9,333.00		0.00

		2021 DRAFT POLICE BUDGET				
2021 DRAFT Police Budget			BV21	BV22		
		BV20	Draft	FORECAST		
Account Code	Description	2020 BUDGET	2021 BUDGET	2022 BUDGET	Explanation of Projected 2020 Variances and/or Significant Changes in Budget from 2020 to 2021	diff BV20 to BV21
1519262034	Cruiser #4- repair & maint	7,167.00	7,167.00	7,167.00		0.00
1519272029	Cruiser #1- Fuel	9,333.00	9,333.00	9,333.00		0.00
1519272034	Cruiser #1- repair & maint	7,167.00	7,167.00	7,167.00		0.00
1519282029	Cruiser #5- Fuel	0.00	9,333.00	9,333.00		9,333.00
1519282034	Cruiser #5- repair & maint	0.00	7,167.00	7,167.00		7,167.00
1519292029	Cruiser #8-Fuel	9,333.00	9,333.00	9,333.00		0.00
1519292034	Cruiser #8- repair & maint	7,167.00	7,167.00	7,167.00		0.00
POLICE CRUISERS		115,500.00	132,000.00	132,000.00		
1519502010	Police Commission Miscellaneous	1,000.00	1,000.00	1,000.00		0.00
1519502011	Police Commission Office Supplies					0.00
1519502020	Police Commission Memberships	1,500.00	1,500.00	1,500.00		0.00
1519502021	Police Commission Mileage/Meals	1,500.00	1,500.00	1,500.00		0.00
1519502023	Police Board Conference Fees	3,500.00	3,500.00	3,500.00		0.00
1519502050	Police Commission Consultant/Legal	40,000.00	40,000.00	40,000.00		0.00
POLICE COMMISSION		47,500.00	47,500.00	47,500.00		
OPERATING EXPENDITURES		3,450,826.00	3,976,575.00	4,119,977.00		
1494195110	Grants Ontario					0.00
1494196500	Contrb' from Other Donations	(5,000.00)	(2,000.00)	(2,000.00)		3,000.00
1494196530	Cont'b from Revenue Funds	(85,000.00)	(63,500.00)	(88,000.00)		21,500.00
1494196540	Police transfer from Reserve			(215,000.00)		0.00
POLICE CAPITAL REVENUE		(90,000.00)	(65,500.00)	(305,000.00)		
1595193000	Police Capital Expense	90,000.00	65,500.00	305,000.00		(24,500.00)
POLICE CAPITAL EXPENSE		90,000.00	65,500.00	305,000.00		
POLICE SERVICES TOTAL		3,362,226.00	3,832,475.00	3,975,877.00		470,249.00
			470,249.00	143,402.00		
			14.0%	3.7%		

		2021 DRAFT POLICE BUDGET				
2021 DRAFT Police Budget			BV21	BV22		
		BV20	Draft	FORECAST		
Account Code	Description	2020 BUDGET	2021 BUDGET	2022 BUDGET	Explanation of Projected 2020 Variances and/or Significant Changes in Budget from 2020 to 2021	diff BV20 to BV21
	cost/household		643.25	667.32		