

THE MUNICIPALITY OF NORTH PERTH
SPECIAL COUNCIL MEETING
PROPOSED AGENDA



Date: January 22, 2020
Time: 7:00 pm
Location: Municipality of North Perth Council Chambers

Accessibility of Documents:

Documents are available in alternate formats upon request. If you require an accessible format or communication support, please contact the Clerk's Department at 519-292-2062 or by email at pberfelz@northperth.ca to discuss how best we can meet your needs.

	Pages
1. SPECIAL 2020 BUDGET MEETING	
Please note this meeting will be video streamed live on You tube.	
1.1 Call to Order, Budget Chair Todd Kasenberg	
1.2 Approve or Amend the Agenda	
1.3 Disclosure of Pecuniary Interest and the General Nature Thereof	
2. CONSENT AGENDA	
2.1 North Perth Council - December 11th, 2019 Budget Minutes	1 - 6
3. DELEGATIONS/PRESENTATION	
4. REPORTS	
Presentation of Capital Projects	
<u>Budget e-Book</u>	
4.1 Tab # 4 - Listowel BIA - Scott Patterson, Vice Chair	7 - 19
4.2 Tab # 3 - Clerk, Day Care and Building Department - Patricia Berfelz, Clerk	
4.3 Tab # 4 - Finance and IT Department - Frances Hale, Director of Finance/Treasurer	

4.4 Tab # 5 - North Perth Public Library, Rebecca Sage, CEO

4.5 Tab # 9 - Recreation Department, Amy Gangl, Interim Manager of Recreation

5. COUNCIL DIRECTION

6. OTHER

6.1 Announcements

6.2 Closed Session Meeting and Reporting Out

7. CONFIRMATORY BY-LAW

7.1 By-law 8 -2020 - Confirmatory By-law

8. ADJOURNMENT

The next 2020 Budget Meeting will be held on Wednesday, January 29th, 2020 at 7:00 p.m.

Members Present Mayor Todd Kasenberg
Deputy Mayor Doug Kellum
Councillor Lee Anne Andriessen
Councillor Neil Anstett
Councillor Julie Behrns
Councillor Matt Duncan
Councillor Dave Johnston
Councillor Matt Richardson
Councillor Allan Rothwell
Councillor Terry Seiler

Staff Present CAO Kriss Snell
Clerk Patricia Berfelz
Director of Finance/Treasurer Frances Hale
Manager of Environmental Services Mark Hackett
Fire Chief Ed Smith
CEO North Perth Public Library Rebecca Dechert Sage
Tax Collector/Deputy Treasurer Becky Belfour
Manager of Operations Lyndon Kowch
Interim Manager of Recreation Amy Gangl

1.1 CALL TO ORDER

Mayor Kasenberg called the meeting to order at 7:00 p.m.

1.2 Approve or Amend the Agenda

Resolution No. 700.12/19

Moved By Doug Kellum, **Seconded By** Lee Anne Andriessen

THAT: The Agenda for tonight's meeting, be approved.

CARRIED

1.3 Disclosure of Pecuniary Interest and the General Nature Thereof

Councillor Julie Behrns indicated a conflict of interest with Agenda Item 3.2 because her grandchildren attend the North Perth Child & Family Centre.

1.4 Approval of the 2020 Budget Visioning Meeting Minutes of October 22nd, 2019

Resolution No. 701.12/19

Moved By Dave Johnston, **Seconded By** Matt Richardson

THAT: The minutes of the 2020 Budget Visioning Meeting on October 22nd, 2019 be adopted.

CARRIED

2. DELEGATIONS/PRESENTATION

2.1 2020 Budget Opening Comments- Mayor Todd Kasenberg, Chair

Chair Kasenberg introduced and explained the Budget Visioning Tracking Chart presented to the members of Council.

3. REPORTS

3.1 Tab # 2 - General Administration, Economic Development and Police - Kriss Snell, CAO

CAO Kriss Snell highlighted that the Municipal operations in 2019 continued to be fast-paced due to growth and development. The Service Delivery

Review and Strategic Plan Update projects were key focuses in 2019. To address the Municipality's increase in advertising and promotion to the public, it is being proposed that the CAO Advertising budget increase from \$5,000 to \$7,000 in 2020. As well, there was discussion at the Budget Visioning Session that a budget be created to support community events/engagement organized by the Mayor and Council. A Community Events/Engagement budget of \$10,000 is being proposed under General Administration.

Mr. Snell indicated that in the Fall of 2019, following a review of the Ontario Municipal Partnership Fund (OMPF) by the Provincial Government, it was announced that there would be no changes to the structure of OMPF for 2020. The OMPF 2020 allocation for North Perth is \$1,367,200 (compared to the 2019 allocation of \$1,350,900).

In 2019, Economic Development continued to focus on the implementation of the Youth Attraction and Retention Strategy. A number of affordable and attainable housing priorities progressed in 2019 and will continue to be a priority in 2020. Two Rural Economic Development (RED) applications were submitted in September 2019 to progress CIP, Streetscape and downtown beautification priorities. Decisions are anticipated in December with approvals to be included in the 2020 budget process.

The 2nd phase of the Signage Revitalization project which included North Perth Gateway signage plus municipal facilities, amenities, cemeteries and trails identification was initiated in 2019 and will continue in 2020. A Public WiFi Implementation Plan is being developed in Fall 2019 to prepare for future funding options anticipated in 2020.

For Police Services, the 2020 estimated policing cost per property is \$418.19, a decrease of \$12.94 from 2019. In 2020, the Municipality of North Perth will work with the Perth County municipalities, City of Stratford, Town of St. Marys, local police services and social service agencies on the development of a joint Community Safety and Well-Being (CSWB) Plan. Provincial legislation dictates that a CSWB Plan must be adopted by municipal councils by January 1, 2021.

3.2 Tab # 3 - Clerk, Day Care and Building Department - Patricia Berfelz, Clerk

Clerk Patricia Berfelz provided an overview of the 2019 activities in the Clerk's Department, aside from the statutory duties. No significant changes are recommended for the Clerk's Department in 2020.

Due to the retirement of Vince and Jackie Smith, Staff are proposing entering into a Service Agreement with the Stratford Perth Humane Society to provide Canine Control services for the Municipality of North Perth. Staff are not anticipating any notable changes to the operations budget.

Again in 2019, the Planning Department had a very demanding year. The addition of a local Planner in attendance at the office four days a week enhanced the level of service available to local residents and developers.

In 2020, Staff are anticipating the completion of some of the draft approved Subdivisions and the updated County of Perth Official Plan.

At a Police Services Board Meeting, the Board recommended that the municipality investigate additional by-law enforcement hours for the 2020 budget year. OPP are struggling with calls dealing with noise, property standards, parking, etc. as these calls are taking time away from Officers'

other duties. A full-time position has been added to the proposed budget creating a substantial increase for the Clerk's Department.

The Building Department has experienced a steady increase in all permit types in 2019. The Building Department is anticipating another busy construction season in all sectors of permit types except for residential development due to the shortage of available approved residential building lots. A new permit clerk/plans review/building inspector position was approved in the fall of 2019 to assist with the increased workload.

Councillor Berhns left the meeting at 7:34 p.m.

Ms Berfelz indicated that in 2020, Staff are anticipating a very busy and exciting year for Child Care in North Perth. Staff will be tasked with preparing policies, satisfying licensing requirements, purchasing equipment and implementing the new child care programs at the Monkton Family Grouping and EarlyON Site and at the St. Marys Child Care and EarlyON Site. The goal is that each program will be operational on September 8th, 2020.

Councillor Behrns returned to the meeting at 7:40 p.m.

3.3 Tab # 4 - Finance, Information Technology and BIA - Frances Hale, Director of Finance/Treasurer

Director of Finance/Treasurer Frances Hale provided the Council with an overview of the Finance Department and highlighted the proposed 2019 Operational Projects, Ms. Hale indicated that in 2020, the staffing complement will be completely filled, and they are looking forward to the benefits of a fully engaged and well-trained staff to complete the work and service the public. As the IT Governance Group ramps up, a new payroll application will be first on their agendas. During 2020, staff will be reviewing the Purchasing By-law and bringing an updated version to Council and staff for consideration.

Ms. Hale explained that in Information Technology Services, the IT Governance Group will be implemented in 2020. All municipal services are becoming more reliant on IT tools throughout the organization. Increased demand from each department requires ongoing upgrades to utilize new technologies and to meet the legislative, public information, documentation, accessibility, etc. demands. The Group will be able to establish priorities and the integration of applications for efficient installation and utilization.

Ms. Hale reported that the BIA has expanded their annual beautification program and have developed and adopted a short-term Strategic Plan. As the "Win a Space" promotional program was so successful in 2018, the Board is initiating another round in 2020.

3.4 Tab # 5 - Library - Rebecca Dechert Sage, CEO

CEO Rebeca Dechert Sage indicated that in 2019 the Southern Ontario Library Service received a cut to funding, resulting in a necessary change of delivery process for PCIN Libraries. The immediate costs of this change were absorbed in the 2019 budget and the new Courier partnership has been included in the 2020 Operating Budget. Ms Sage explained that 2020 is expected to be an exciting year for the North Perth Public Library as they move towards relocation of the Monkton Branch in the fall.

Ms. Sage stated that the 2020 Operating Budget for the North Perth Public Library Board is a status quo budget in terms of service levels.

3.5 Tab # 6 - Fire Department - Ed Smith, Fire Chief

Fire Chief Ed Smith provided an overview of another busy year for the North Perth Fire Department. Mr. Smith stated that the new SCBA (Self Contained Breathing Apparatus) purchased from MSA has been put into service in the 3 stations. As well, the new program Who's Responding has been tested and put into service in all 3 stations. The officers and management are very pleased with its operation allowing us to see who is unavailable in each station and who is responding to the hall when an alarm is received.

Mr. Smith indicated that in 2020, the Fire Department will continue with the successful Home Safety Program in North Perth. The Fire Department will also continue with training and certification under NFPA courses and meet the requirements under the Fire Protection and Prevention Act.

3.6 Tab # 7 - Roads, Drainage and Cemetery - Lyndon Kowch, Manager of Operations

Manager of Operations Lyndon Kowch provided a synopsis of the Public Works 2019 projects and operations. In 2020, Mr. Kowch explained the increases in costs for the provision of Salt. Both the material and the trucking costs have increased over 30% from previous years. An additional operator, shared with Cemetery operations, started in 2019 and is also represented in the salaries for 2020. Overall, Mr. Kowch stated the Public Works 2020 Budget has nominal changes and reflects salary increases.

3.7 Tab #8 - Water, Wastewater and Solid Waste Services - Mark Hackett, Manager of Environmental Services

Manager of Environmental Services, Mark Hackett explained the highlights of the water, wastewater and solid waste operations budgets. The Plans for 2020 include the following:

- Rebuilding of all flow control valves in Listowel and Atwood
- Hydrant painting program – 100 per year
- Well #5 well pump servicing, piping replacement and building refurbishment
- Continue with pump inspection and maintenance program
- Auger brush replacement when needed
- Filter rehabilitation at WWTP
- New Mixer for Septage Receiving Station
- Continue with aeration blower refurbishments and actuator replacements

Mr. Hackett responded to the request at the Budget Visioning Session made to provide costing for moving from weekly garbage pickup in towns and villages to bi-weekly pickup across the municipality. Costing for the provision of green bin services was also requested. Mr. Hackett indicated that the proposed bi-weekly pickup is a reduction in the level in service. The current day pricing and the additional bin replacement cost would make the change undesirable.

3.8 Tab # 9 - Parks and Recreation - Amy Gangl, Interim Manager of Recreation

Interim Manager of Recreation, Amy Gangl presented the Parks and Recreation Operational Budgets to Council. Ms. Gangl indicated the Department focus for 2020 will be:

- Evolving a more accurate picture of budget operation allocations.
- Investing in community partnerships to provide additional recreation opportunities (i.e. Athletic Centre, Dog Park, Outdoor rink)
- Connecting our communities through development and maintenance of our trail system (Listowel to Gowanstown, G2G Harvest Pathways trail in Monkton)
- Implementing a recreation facility asset management system and monitoring the ongoing repairs and maintenance of current infrastructure
- Ongoing planning and training for emergency preparedness at our rec facilities
- Investigating a system for tracking numbers of people entering into our rec facility
- Supporting staff training and development to build their skills that best suits their interests while meeting the needs of the Municipality
- Promoting our facilities and programs to increase usage and generate revenue
- Connecting with the community about recreation projects and initiatives
- Continuing to provide ongoing quality programs and services to the community
- Re-forestation and tree planting initiatives; Preserving conservation/naturalization areas
- Committing to an annual solar panel operations & maintenance schedule
- Collaborating with other departments on operation and maintenance efficiencies
- Enhancing parks and outdoor spaces for community use. (i.e. Trowbridge gazebo and shaded trees, Monkton naturalization park, maintenance of skateboard park)

4. COUNCIL DIRECTION

4.1 Council Comments and Direction

The following items were brought forward from the Staff Reports for consideration:

- Report on leaf and yard clean up waste
- Number of phones use by the municipality
- Public Input

Council and Staff discussed the request for costs per households resulting from the 2020 Visioning Session.

6. CONFIRMATORY BY-LAW

6.1 By-law 142- 2019 - Confirmatory By-law

Resolution No. 702.12/19

Moved By Allan Rothwell, **Seconded By** Terry Seiler

THAT: By-law No. 142-2019, being a By-law to confirm generally previous actions of the Council of the Municipality of North Perth; be introduced, read and considered read a first, second and third time and be finally passed and that the said By-law be signed by the Mayor and the Clerk and sealed with the seal of the Corporation.

CARRIED

7. ADJOURNMENT

Resolution No. 703.12/19

Moved By Doug Kellum, **Seconded By** Terry Seiler

THAT: The Council 2019 Budget meeting adjourns at 9:05 p.m.

CARRIED

MAYOR

CLERK

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 1 Ending JAN 31,2020

Account	Description	Previous Year Total		Current Year To Date
		Actual	Budget	Budget
Fund: 01 Revenue Fund				
Category: 8???				
8000 BIA				
Revenue				
01-8000-0104	Tax Revenue - BIA Levy	105,489.99	105,490.00	119,000.00
01-8000-0261	Other Revenue	0.00	0.00	0.00
01-8000-0610	Donations & Sponsorships	9,700.00	0.00	0.00
01-8000-0611	BIA Retail Promotion	0.00	0.00	0.00
Total Revenue		115,189.99	105,490.00	119,000.00
Expense				
01-8000-1102	Wages and Benefits	37,592.30	42,500.00	45,500.00
01-8000-1511	Conferences/Seminars	1,253.77	2,000.00	1,500.00
01-8000-1512	Meeting Expenses	364.11	700.00	700.00
01-8000-1710	Memberships	852.42	950.00	900.00
01-8000-2113	Audit Fees	1,350.00	1,500.00	1,500.00
01-8000-2151	Internal Transfer - Administrative Ser	2,550.00	2,550.00	2,550.00
01-8000-3110	Office supplies	0.00	450.00	375.00
01-8000-3111	Copier/Printer Costs	0.00	200.00	100.00
01-8000-3120	Postage	627.51	175.00	250.00
01-8000-3131	Wireless Service	230.61	400.00	400.00
01-8000-3150	Computer Maintenance	894.00	0.00	1,025.00
01-8000-3153	Website	0.00	0.00	200.00
01-8000-3520	Miscellaneous	119.06	465.00	500.00
01-8000-4105	Project - Win the Space Prize Fundir	11,250.00	12,000.00	4,500.00
01-8000-4106	Project - Win the Space	0.00	0.00	3,000.00
01-8000-4107	Project - Future BIA	0.00	5,000.00	5,000.00
01-8000-4108	Project - Community Events	1,380.06	1,750.00	2,500.00
01-8000-4109	Project - Streetscape	0.00	0.00	0.00
01-8000-4110	Advertising & Marketing	10,141.20	11,750.00	15,000.00
01-8000-4111	BIA Retail Promotion	3,000.00	3,000.00	0.00
01-8000-4112	Entrance Signs - Maintenance	1,662.52	1,000.00	2,000.00
01-8000-4113	Billboards/Murals/Banners	2,323.50	2,000.00	2,000.00
01-8000-4114	Beautification	12,715.46	11,000.00	13,000.00
01-8000-4115	Seasonal Decorating	4,534.81	7,000.00	8,000.00
01-8000-4117	Sponsorships	1,650.00	2,850.00	3,000.00
01-8000-8881	Internal Transfer - Grasscutting by R	0.00	1,000.00	1,000.00
01-8000-8888	Internal Transfer - Christmas Decor	3,845.60	5,750.00	6,500.00
01-8000-8889	Internal Transfer - Banners	3,058.28	1,500.00	2,500.00
01-8000-8910	Transfer to/form Reserve Fund	0.00	(12,000.00)	(4,500.00)
Total Expense		101,395.21	105,490.00	119,000.00
Dept Excess Revenue Over (Under) Expenditures		13,794.78	0.00	0.00
8001 BIA - Payroll Accounts				
Expense				
01-8001-1100	Salary & Wages - Full Time	1,737.32	0.00	0.00
01-8001-1101	Salary & Wages - Part Time	4,052.13	0.00	0.00
01-8001-1111	Statutory Holiday Pay	0.00	0.00	0.00
01-8001-1112	Vacation Pay	0.00	0.00	0.00
01-8001-1121	Canadian Pension Plan	70.95	0.00	0.00
01-8001-1122	Employment Insurance - Full Time	25.42	0.00	0.00
01-8001-1123	Employment Insurance - Part Time	0.00	0.00	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 1 Ending JAN 31,2020

Account	Description	Previous Year Total		Current Year To Date
		Actual	Budget	Budget
01-8001-1124	Employee Health Tax	35.01	0.00	0.00
01-8001-1125	Workers Compensation	56.88	0.00	0.00
01-8001-1126	Ontario Municipal Employee Retirem	142.40	0.00	0.00
01-8001-1127	Benefits	115.77	0.00	0.00
01-8001-3360	Own Equipment	668.00	0.00	0.00
01-8001-8888	Internal Tranfer - Maintenance	(6,903.88)	0.00	0.00
Total Expense		0.00	0.00	0.00
Dept Excess Revenue Over (Under) Expenditures		0.00	0.00	0.00
8002 BIA - Payroll Accounts				
Expense				
01-8002-1100	Salary & Wages - Full Time	0.00	0.00	0.00
01-8002-1101	Salary & Wages - Part Time	32,754.17	0.00	0.00
01-8002-1111	Statutory Holiday Pay	0.00	0.00	0.00
01-8002-1112	Vacation Pay	1,151.04	0.00	0.00
01-8002-1121	Canadian Pension Plan	1,427.46	0.00	0.00
01-8002-1122	Employment Insurance - Full Time	29.25	0.00	0.00
01-8002-1123	Employment Insurance - Part Time	678.85	0.00	0.00
01-8002-1124	Employee Health Tax	608.80	0.00	0.00
01-8002-1125	Workers Compensation	942.73	0.00	0.00
01-8002-1126	Ontario Municipal Employee Retirem	0.00	0.00	0.00
01-8002-1127	Benefits	0.00	0.00	0.00
01-8002-3360	Own Equipment	0.00	0.00	0.00
01-8002-8888	Internal Tranfer - Maintenance	(37,592.30)	0.00	0.00
Total Expense		0.00	0.00	0.00
Dept Excess Revenue Over (Under) Expenditures		0.00	0.00	0.00
Category Excess Revenue Over (Under) Expenditures		13,794.78	0.00	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 1 Ending JAN 31,2020

Account	Description	Previous Year Total		Current Year To Date
		Actual	Budget	Budget
REPORT SUMMARY				
01-8000	BIA	115,189.99	105,490.00	119,000.00
Fund 01 Total Revenue		115,189.99	105,490.00	119,000.00
01-8000	BIA	101,395.21	105,490.00	119,000.00
01-8001	BIA - Payroll Accounts	0.00	0.00	0.00
01-8002	BIA - Payroll Accounts	0.00	0.00	0.00
Fund 01 Total Expenditure		101,395.21	105,490.00	119,000.00
Fund 01 Excess Revenue Over (Under) Expenditures		13,794.78	0.00	0.00
Report Total Revenue		115,189.99	105,490.00	119,000.00
Report Total Expenditure		101,395.21	105,490.00	119,000.00
Report Excess Revenue Over (Under) Expenditures		13,794.78	0.00	0.00

The Listowel BIA – 2020 Budget



The Listowel BIA

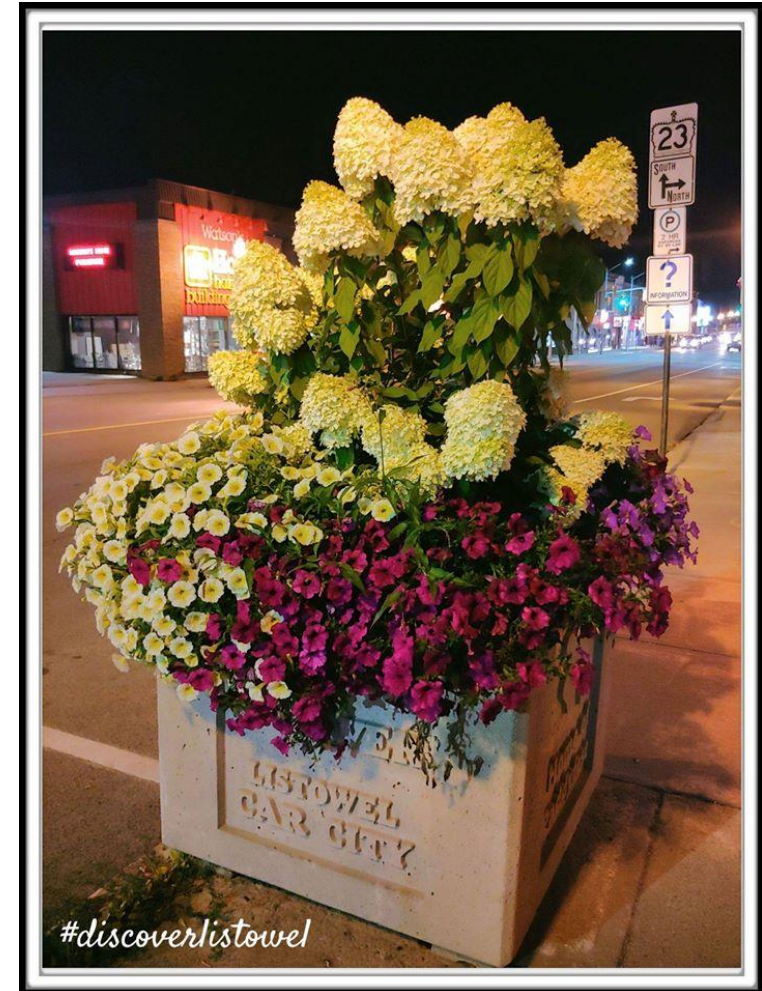
The Listowel Business Improvement Area (BIA) continues to play a lead role in marketing and the beautification of Listowel. This benefits the commercial businesses and properties as well as the community as the BIA promotes Listowel as a desirable place to live, work, play and visit.



2019 Year in Review

2019 Highlights:

- AGM Event and Meeting
- Event Support – Paddyfest, Yarn Bomb, Chamber Awards, Santa Claus Parade
- Summer Beautification (flowers)
- General Marketing of Listowel as a place to Shop, Dine and Discover (radio, paper, website, etc.)
- Continued increase in social media presence for Discover Listowel (Facebook, Instagram, YouTube and Twitter)
- Win This Space 2018 winner support



2019 Highlights Continued

2019 Holiday Season Highlights:

- Decorating Contest for Businesses
- Decorating Contest for Residents
- Roaming Santa
- Town Decorations
- Continued increase in the Discover Listowel branding through marketing initiatives using social media, print and radio



2020 Budget

The Listowel BIA is requesting a total budget of \$119,000. This is an increase of \$13,510 from 2019. The increase takes into consideration administrative and operating increases in cost from 2019 to 2020, a future CIP project, and Win This Space 2020.

With the exception of those who are impacted by the new levy maximum and increased BIA boundary, almost all businesses will see little to no impact to the levy from 2019.

Year	Min	Max	Min Impacts	Max Impacts	Levy
2019	\$ 25.00	\$ 2,500.00	5	5	\$ 105,490.00
2020	None	\$ 5,000.00	5	2	\$ 116,983.00
2021	None	\$ 7,500.00	5	1	\$ 121,896.00
2022	None	None	0	0	\$ 122,568.00

2020 Budget

The budget will fund:

- Events – coordinate, participate or support (Community Event)
- Win This Space 2020 (Project – Win This Space)
- Ongoing marketing and promotion through local media, newsprint, radio, social media and web (Advertising and Marketing)
- Summer beautification – flowers (Beautification)
- Holiday Decoration maintenance and add-ons (Seasonal Decorating)

2020 Budget Continued

- A part-time Coordinator at 24 hours a week (Wages, Benefits, and Pension)
- Training for the Coordinator and Board (Conferences/Seminars)
- Meeting expenses (Meeting Expenses)
- Online Software and Memberships (Memberships/Website)
- Sponsorship of various events that promote Listowel (Sponsorship)
- Audit fees and Municipal staff support (Audit Fees, Internal Transfer – Admin Services, Grass Cutting, Banners and Christmas Décor)
- General office supplies and cell phone (Office Supplies, Copier/Printer Costs/Postage/Wireless Service)

2020 Focus

Strategic Plan – to be developed in conjunction with Municipality

Community event support (partner, attend and sponsor)

Continue to increase the “Discover Listowel” Brand and market Listowel as a place to “Shop, Dine and Discover” through the execution of the 2020 marketing plan

BIA events

Seasonal promotions and beautification

Win This Space 2020



Win This Space 2020

- Launches March 4
- Applications accepted from March 4 to April 3
- Training will take place from April 22 to May 20
- The Finale will take place June 10
- New business will open in fall 2020



Thanks!



LISTOWEL
Business Improvement Area