

THE MUNICIPALITY OF NORTH PERTH
COUNCIL - BUDGET MEETING AGENDA



Date: March 8, 2023
Time: 7:00 pm
Location: Municipality of North Perth Council Chambers

Pages

1. CALL TO ORDER

Council Chambers at the Municipal Office is open to the public to attend Council meetings. This meeting will be live streamed on the Municipality's YouTube channel. For more information on how you can view the Council meeting, please contact the Clerk at 519-292-2062 or lcine@northperth.ca.

O Canada

Land Acknowledgement Statement

"We acknowledge that we are on the traditional land of the Anishnaabe people. We wish to recognize the long history of Indigenous People of Canada and show our respect to them today. We recognize their stewardship of the land, may we all live with respect on this land and live in peace and friendship."

2. REGULAR MEETING

2.1 Disclosure of Pecuniary Interest and the General Nature Thereof

2.2 Opening of Meeting; approve or amend the agenda for tonight's meeting

3. CONSENT AGENDA

Items listed under the Consent Agenda are considered routine, may require discussion but not action on the part of Council. Consent items are received in one motion. Council members may request that one or more items be removed for further action.

3.1 North Perth Regular Council Meeting Minutes - January 11, 2023 - Budget

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4. Budget Vision Comments and Update

5. Business Plan Summary

5.1 2023 Department Business Plans Summary

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6. REPORTS

[Budget E-Book \(link\)](#)

6.1 PROPOSED BUSINESS PLANS

6.1.1 CAO

6.1.2 Manager of Strategic Initiatives

6.1.3 Manager of Programs

6.1.4 Manager of Corporate Services

6.1.5 Manager of Development & Protective Services

6.1.6 Manager of Facilities

6.1.7 Manager of Operations

6.1.8 Manager of Environmental Services

7. OPERATING BUDGET COMBINED SHEET

8. COUNCIL DIRECTION

9. CONFIRMATORY BY-LAW

9.1 By-law No. 26-2023 Confirmatory By-law

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10. ADJOURNMENT

**Regular Council Meeting January 11th, 2023 - Budget
Municipality of North Perth Council Chambers**

Members Present	Mayor Todd Kasenberg Deputy Mayor Doug Kellum Councillor Lee Anne Andriessen Councillor Neil Anstett Councillor Sarah Blazek Councillor Matt Duncan Councillor Dave Johnston Councillor Marc Noordam Councillor Allan Rothwell
Staff Present	CAO Kriss Snell Manager of Corporate Services/Treasurer Frances Hale Deputy Treasurer/Asset Management Specialist Becky Belfour Manager of Operations Lyndon Kowch Manager of Development & Protective Services/Fire Chief Janny Pape Manager of Strategic Initiatives Jessica McLean Deputy Clerk/Committee Coordinator Sarah Carter Communications Coordinator Tiffany Anger Technology Services Technician Simon DeWeerd
Staff Present Remotely	Manager of Facilities Jeff Newell Manager of Programs Amy Gangl Manager of Environmental Services Mark Hackett

1. CALL TO ORDER - Budget Chair Lee Anne Andriessen

Budget Chair Andriessen called the meeting to order at 7:00 p.m. followed by the playing of O'Canada. Chair Andriessen stated, "We acknowledge that we are on the traditional land of the Anishnaabe people. We wish to recognize the long history of Indigenous People of Canada and show our respect to them today. We recognize their stewardship of the land, may we all live with respect on this land and live in peace and friendship."

Councillor Andriessen acknowledged the efforts of the 2023 Budget Committee.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

3. Opening of Meeting; approve or amend the agenda for tonight's meeting

Resolution No. 18.01.23

Moved By Sarah Blazek **Seconded By** Neil Anstett

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

CARRIED

4. CONSENT AGENDA

5. DELEGATIONS/PRESENTATIONS

6. REPORTS

6.1 Public Engagement Summary of Survey Highlighted Points

Communications Coordinator Tiffany Anger presented a highlight of the results from the pre-budget survey concerning the 2023 budget.

6.2 Thematic Opportunities

Chair Andriessen explained the four thematic opportunities Council were to consider when providing their comments regarding the 2023 budget. Chair Andriessen requested that each member provide three top priorities, following each member providing their three top priorities there was an opportunity for members to provide additional ideas.

6.3 2023 Budget - Council Visioning Session

Each member provided their comments and suggestions regarding the 2023 budget. The comments are included in the Council Budget Visioning Session Table attached as Schedule A of these minutes.

6.4 Council Summation and Direction Provided by Budget Chair Lee Anne Andriessen

Chair Andriessen explained that the results of the Council discussion will provide staff with direction to be considered when preparing their Department Budget report.

7. REQUEST TO STAFF FOR ANY REPORTS

Resolution No. 19.01.23

Moved By Todd Kasenberg **Seconded By** Matt Duncan

THAT: Staff be directed to prepare a report indicating feasibility cost and timelines for each item discussed in the Budget Visioning Session to be brought back to a future council meeting.

CARRIED

Resolution No. 20.01.23

Moved By Allan Rothwell **Seconded By** Sarah Blazek

THAT: Staff be directed to prepare a report providing an update on the North East Master Plan.

CARRIED

8. AMENDMENTS TO THE BUDGET MEETING SCHEDULE

Discussion occurred regarding the proposed March 15, 2023 meeting conflicting with March Break.

Resolution No. 21.01.23

Moved By Marc Noordam **Seconded By** Neil Anstett

THAT: The 2023 proposed budget meeting dates and times be amended as follows:

Wednesday January 11, 2023 @ 7:00 p.m. - Council Chambers - Visioning

Wednesday March 8, 2023 @ 7:00 p.m. - Council Chambers - Operating

Wednesday March 22, 2023 @ 7:00 p.m. - Council Chambers - Projects

Wednesday April 5, 2023 @ 7:00 p.m. - Council Chambers - Overview

Wednesday April 19, 2023 @ 7:00 p.m. - Virtual - Public Engagement

AND THAT: The Municipality of North Perth General Operating and Capital Budget Policy be updated to reflect the amendments.

CARRIED

9. CONFIRMATORY BY-LAW

9.1 By-law No. 4-2023 Confirmatory By-law

Resolution No. 22.01.23

Moved By Allan Rothwell **Seconded By** Doug Kellum

THAT: By-law No. 4-2023, 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 Chair and the Clerk and sealed with the seal of the Corporation.

CARRIED

10. ADJOURNMENT

Resolution No. 23.01.23

Moved By Todd Kasenberg **Seconded By** Neil Anstett

THAT: The Council meeting adjourns at 8:40 p.m. to meet again for general Council business on Monday, January 16th, 2023 at 7:00 p.m.

CARRIED

Mayor

Clerk

SCHEDULE A

COUNCIL BUDGET VISIONING SESSION

STRATEGIC INITIATIVES	ROADS	SERVICES/AMENITIES /FACILITIES	COMMUNITY WELL-BEING/SAFETY
<ul style="list-style-type: none"> • Affordable/attainable housing x3 • Encouraging ADUs • Provincial housing tax line item in budget x2 • Ensure funding for short term affordable housing plans x2 • Increased funding for physician recruitment • Agriculture excellence strategy • Longer term tangible plan for affordable housing • City of Stratford affordable housing in North Perth • Explore private investment in economic development 	<ul style="list-style-type: none"> • Truck bypass project x2 • Growing pains – infrastructure x2 • Ditch maintenance/mowing • Sidewalk accessibility in Atwood • Boundary roads (Rd. 140) • County involvement in Rd. 140 • Downtown traffic • Increase allocated funds for road maintenance • Arthur Ave. in Trowbridge paving • Research innovative ideas to improve road drainage • Transportation Master Plan – setting funding aside • Hwy 23 and Line 87/88 x4 • Perth County involvement • Line 86 improvements - County 	<ul style="list-style-type: none"> • Tile/municipal drains • Facilities review, consultant • Land inventory owned by North Perth • Responsible spending/budget x4 • Focus on household impact • Questions to ask: 1. Critical? 2. Provide value now or future? 3. Ability to be cost neutral? • Increased lighting along walking trails • Consulting on public transit in North Perth • Living snow fences (partner with landowners) • Wallace community parks/ playground improvements 	<ul style="list-style-type: none"> • Economic development, welcome newcomers, educate new residents and encourage to stay • Youth/adolescent recreation – non-sports related • Enhanced security controls at facilities • Timely reporting from OPP to Council



COUNCIL REPORT

From: Jessica McLean, Manager of Strategic Initiatives
Date: Wednesday, March-08-23
Subject: 2023 Department Business Plans Summary

Background:

In late 2022, Municipal Departments began the process of developing their 2023 Business Plans in conjunction with their 2023 Operating and Capital Budget proposals.

Each business plan includes a 2023 Service Delivery Plan. These plans list the core services delivered by the Department, as well as the Strategic Projects (i.e., remaining actions from the 2019-2022 Strategic plan) and Departmental Projects (capital projects and other department initiatives) the Department is responsible for in the upcoming year.

Additionally, the business plans include a “2022 Review and 2023 Outlook” section that provides the information North Perth Council and the public would receive in past budget years through the Department Operating and Capital Overviews.

Department Heads will each present their 2023 Business Plans, including the 2022 Review and 2023 Outlook, through their individual budget presentations. The purpose of this report is to provide a summary of the 2023 Service Delivery Plans.

Comments:

As highlighted in the Service Delivery Sections of the 2023 Department Business Plans, the work to be completed and associated hours for 2023 outweighs staff capacity to varying degrees in each department.

Staff are committed towards completing the work included in the 2023 Business Plans throughout the year. To support this work and address capacity issues, additional staff resources are proposed in the 2023 Operating Budget.

The table below summarizes current capacity, planned hours, and over/under capacity by department in hours, as well as staff resources proposed in the 2023 budget. Further details on the proposed positions can be found in the respective business plans.

This document is available in alternate formats, upon request.

Department	Current Dept. Capacity	Total Planned Hours	Over/Under Capacity	Proposed Positions
Administration	8,450	8,769	-404	1 FTE (Deputy CAO – approved in 2022 budget)
Strategic Initiatives	6,500	9,435	-2,954	2 Contract FTE (Project Staff – Employment Branding and Agriculture Excellence Implementation)
Corporate Services	26,780	31,520	-4,740	2 FTE (Asset Management and AP/Finance)
Development & Protective Services	15,888	17,879	-1,991	1 FTE (Training Officer)
Facilities	43,559	45,820	-2,261	1 FTE (Facility Operator)
Programs	87,260	88,278	-1,018	1 FTE (Programs Administrative Assistant)
Operations	32,450	33,823	-1,373	0.5 FTE (Operator)
Environmental Services	24,310	25,230	-920	
Library	15,730	16,074	-344	1 FTE (approved by Library Board)
TOTAL	260,927	276,828	-16,005	9.5 FTE (2 contract)

Financial Implications: *(Include amounts and funding source)*

Department Business Plans and additional staff resources are included in the proposed 2023 budget.

Recommendation:

THAT: The Council of the Municipality of North Perth receives the report titled “2023 Department Business Plans Summary” for information.

Reference Material Attached:

[Click here to enter text.](#)

This document is available in alternate formats, upon request.

Corporate Strategic Plan:

The information and responses provided in this report are consistent with and in keeping with the Municipality's approved Vision, Mission, and Strategic Plan.

Report Prepared by: Jessica McLean, Manager of Strategic Initiatives

Reviewed by: Kriss Snell, CAO
Thursday, March-02-23

Jessica McLean, Manager of Strategic Initiatives

THE MUNICIPALITY OF NORTH PERTH

BY-LAW NO. 26-2023

**A By-law of the Municipality of North Perth
To confirm generally previous actions of the Council of the
Municipality of North Perth**

THEREFORE the Council of the Municipality of North Perth enacts as follows:

1. The actions of the Council of the Municipality of North Perth at its meeting on March 8th, 2023 be confirmed.
2. Execution by the Chair and the Clerk of all Deeds, Instruments, and other Documents necessary to give effect to any such Resolution, Motion or other action and the affixing of the Corporate Seal, to any such Deed, Instruments, or other Documents is hereby authorized and confirmed.
3. This By-law shall come into force and takes effect on the date of its final passing.

READ A FIRST AND SECOND TIME this 8th day of March, 2023.

READ A THIRD TIME AND FINALLY PASSED this 8th day of March, 2023.

CHAIR

CLERK