

**City of Port Colborne
Special Committee of the Whole Meeting 07-20
Minutes**

- Date:** November 5, 2020
- Time:** 6:30 p.m.
- Place:** Council Chambers, Municipal Offices, 66 Charlotte Street, Port Colborne
- Members Present:** M. Bagu, Councillor
E. Beauregard, Councillor (via Zoom)
G. Bruno, Councillor
R. Bodner, Councillor
F. Danch, Councillor (via Zoom)
A. Desmarais, Councillor
D. Kalailieff, Councillor (via Zoom)
W. Steele, Mayor (presiding officer)
H. Wells, Councillor (via Zoom)
- Staff Present:** D. Aquilina, Director of Planning and Development
S. Baswick, Director/Curator, Port Colborne Historical and Marine Museum
B. Boles, Director of Corporate Services/Treasurer
T. Cartwright, Fire Chief
A. Grigg, Director of Community and Economic Development
A. LaPointe, Manager of Legislative Services/City Clerk
S. Lawson, Deputy Chief
S. Luey, Chief Administrative Officer
C. Madden, Deputy Clerk (minutes)
S. Shypowskyj, Acting Director of Engineering and Operations
S. Therrien, Director of Library Services
M. Thomas, Facilities Supervisor

Also in attendance was one member from WeeStream.

1. Call to Order:

Mayor Steele called the meeting to order.

2. Introduction of Addendum Items:

None.

3. Confirmation of Agenda:

Moved by Councillor M. Bagu
Seconded by Councillor D. Kalailieff

That the agenda dated November 5, 2020 be confirmed, as circulated.
CARRIED

4. Disclosures of Interest:

None.

5. Item(s) for Consideration:

1. Corporate Services Department, Financial Services Division, Report 2020-168, Subject: 2021 Levy Budget

Bryan Boles, Director of Corporate Services/Treasurer provided a presentation and answered questions received from Council. A copy of his presentation is attached.

Short recesses were held at 6:49 p.m., 7:11 p.m., 8:14 p.m., and 9:42 p.m.

Moved by Councillor A. Desmarais
Seconded by Councillor R. Bodner

That the Corporate Services Department, Financial Services Division, Report No. 2020-168, Subject: 2021 Levy Budget, be received; and

That the 2021 Levy Budget as outlined in Corporate Service Department, Financial Services Division, Report No. 2020-168, Subject: 2021 Levy Budget, be approved.

Moved in amendment by Councillor M. Bagu
Seconded by Councillor A. Desmarais

That the main motion be amended by adding the following as the second paragraph:

“That the 2021 Levy Budget be amended by adding the employee position of Climate Change Coordinator;”

CARRIED

Moved in amendment by Councillor G. Bruno
Seconded by Councillor A. Desmarais

That the main motion be amended by adding the following as the third paragraph:

“That the 2021 Levy Budget be amended by adding the employee position of IT Analyst; and”

CARRIED

The vote was then called on the main motion, as amended, as follows:

That the Corporate Services Department, Financial Services Division, Report No. 2020-168, Subject: 2021 Levy Budget, be received;

That the 2021 Levy Budget be amended by adding the employee position of Climate Change Coordinator;

That the 2021 Levy Budget be amended by adding the employee position of IT Analyst; and

That the 2021 Levy Budget as outlined in Corporate Service Department, Financial Services Division, Report No. 2020-168, Subject: 2021 Levy Budget, be approved as amended.

CARRIED

6. Adjournment:

Mayor Steele adjourned the meeting at approximately 9:47 p.m.

2021 Consolidated Operating Budget

November 5, 2020



Agenda

- Budget – Forward Looking
- Updated 2021 Budget Schedule
- Budget Recommendation
- Budget Document
- Budget Comparisons
- Borrowing Forecast (from September 17, 2020)
- Thank You



Budget – Forward Looking

Financial Services highlights the budget is a plan to allocate resources in advance for the maximum benefit of City residents and stakeholders.

It is a method to authorize revenue and expense authority.

In preparing the 2021 Budget, certain assumptions and estimates are necessary. They are based on information available to staff at the time. Actual results will vary although as regulated through the Municipal Act, a balanced budget is required.



Updated 2021 Budget Schedule

Budget Components	Port Colborne		Niagara Region	
	Budget Committee of the Whole	Council	Budget Committee of the Whole	Council
Budget Timetable		July 27, 2020	June 25, 2020	
Capital and Related Projects Budget	September 16, 2020	September 28, 2020 (Approval)	October 15, 2020	January 21, 2021 (Approval)
Levy Budget and User Fees	October 21, 2020 November 5, 2020			
Levy Budget and User Fees	October 28, 2020 (if required) November 12, 2020 (if required)	November 9, 2020 (Approval) November 23, 2020	January 14, 2021	January 21, 2021 (Approval)
Rate*	December 2, 2020			
Rate*	December 7, 2020 (if required)	December 14, 2020 (Approval)	November 26, 2020	December 17, 2020 (Approval)

* Rate includes water and waste/water and at the Niagara Region it also includes waste management. Port Colborne it now includes Sewer.

Budget Recommendation

That the Corporate Service Department, Financial Services Division, Report No. 2020-168, Subject: 2021 Levy Budget, be received; and

That the 2021 Levy Budget as outlined in Corporate Services Department, Financial Services Division, Report No. 2020-168, Subject: 2021 Levy Budget, be approved.

Budget Document

 **Corporate Service Department**
Financial Services Division

Report Number: 2020-168 Date: November 8, 2020

SUBJECT: 2021 Levy Budget

1) PURPOSE

The purpose of this report is to present the proposed 2021 Levy Budget to City Council.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

The 2021 Levy Budget is presented in accordance with the following timeline:

Levy Budget - Proposed Levy Budget	October 29, 2020
Printed on the City's Website	November 8, 2020
Levy Budget	November 19, 2020
Levy Budget - Approval	November 23, 2020

The timeline was originally approved by Council in Report 2020-97.

Should the 2021 Levy Budget be approved by the Budget Committee of the House on November 17, 2020 it will move to be ratified at the November 23, 2020 Council meeting.

Approving the 2021 Levy Budget at this time will provide greater clarity to staff with regard to direction and expectations going into 2021.

The 2021 Levy Budget was developed through a process that included both Council and staff input. Staff issued their recommendations after considering:

- Organization capacity to fulfil the direction this budget provides:
 - Staff recognizing the COVID-19 pandemic is ongoing
 - Staff changes in the Public Works division
- Organization financial health:
 - Tariff rate affordability
 - Establishing a pathway for staff sustaining efforts to be self-sustaining
- A desire to continuously improve:
 - Introducing a new structure (blue print) to track future success
 - Establishing a pathway to sustain service levels, processes and staff organization structure

The budget document should be read in conjunction with the 2021 Capital and Related Budget Report (Report 2020-175) approved by Council at the September 16, 2020 Council meeting and the budget presentations presented to the Committee of the House on September 17, 2020.

Walkthrough the budget ... page by page ...



Budget Comparisons

External Revenue

	Amount
Revenue – Prior Year	27,703,808
Changes:	
PY Grants (One-time)	1,668,000
Property Taxes	1,401,299
Marina Fuel	(150,000)
Investment income	59,000
Other	201,808^
COVID-19 (One-time ??)	(58,900)
Canal Days (One-time ??)	(452,000)
Revenue – Current Year	30,373,015

*^ Primarily Self Sustaining Entities
(Estimated and normalized for on-going operations unless otherwise noted)*

Budget Comparisons

Personnel Costs

	Amount
Personnel Costs – Prior Year	14,631,266
Changes:	
Two New Positions	214,000^
Increase, net	409,334
Salary and Benefits Gaping	(340,000)
COVID-19 (One-time ??)	40,000
Personnel Costs – Current Year	14,954,600

*^ Notably part of the Manager, Strategic Planning position
will be paid through the elimination of a similar part-time support position*

(Estimated and normalized for on-going operations unless otherwise noted)

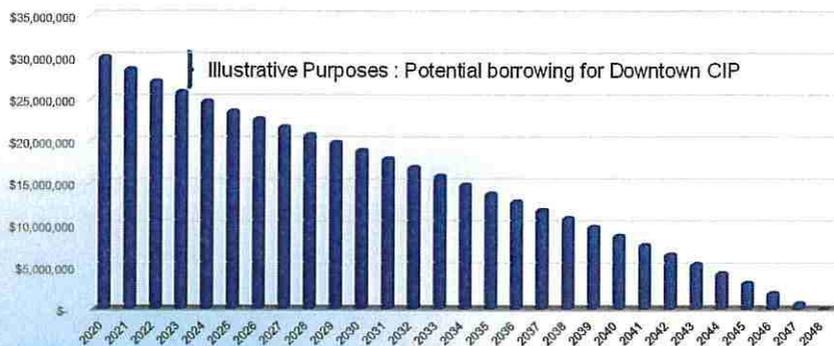
Budget Comparisons

Operating Costs

	Amount
Operating Costs – Prior Year	11,540,488
Changes:	
Equipment	617,000
Marina Fuel	(150,000)
Property tax related expenses	153,000
Insurance	78,000
Pathstone, Hospice, Other Grants	66,000
Repairs and Maintenance	256,000
Training and Development	191,000
Travel	54,000
Contracted Services	51,000
Subject Matter Experts	(68,000)
Other, net	131,603
COVID-19 (One-time ??)	134,500
Canal Days (One-time ??)	(452,000)
Operating Costs – Current Year	12,602,591

(Estimated and normalized for on-going operations unless otherwise noted)

Borrowing Forecast



The 2021 Capital and Related Project Budget requires no external borrowing. In fact the City's outstanding debt is projected to decline by approximately \$1,460,000 in 2021.

Thank You



Budget Recommendation

That the Corporate Service Department, Financial Services Division, Report No. 2020-168, Subject: 2021 Levy Budget, be received; and

That the 2021 Levy Budget as outlined in Corporate Services Department, Financial Services Division, Report No. 2020-168, Subject: 2021 Levy Budget, be approved.

