

Addendum to Report CCR-PCD-02-15

To: Chair Wright and Members of the Planning and Community Development Committee

From: Randy Scherzer, Director of Planning and Development, Sharon Vokes, County Clerk/Director of Council Services, and Geoff Hogan, Director of Information Technology

Meeting Date: February 17, 2015

Subject: **Amendment to Draft 2015 Budget for the Planning and Community Development Committee Portfolio**

Status: Recommendation adopted by Committee as presented per Resolution PCD28-15; Endorsed by County Council March 3, 2015 per Resolution CC45-15;

Recommendation(s)

THAT the Addendum to Report CCR-PCD-02-15 regarding recommendations for amendments to the 2015 Draft Budget be received as presented;

AND THAT the following revisions to the Planning and Community Development Committee portfolio as recommended in Addendum to Report CCR-PCD-02-15, be incorporated in the Draft 2015 Budget for County Council's consideration:

- **General Forestry Operating - reduce Transfer to Reserve budget line by \$20,000**
- **Planning Capital – reduce the Transfer to Reserve levy contribution by \$20,250 by removing contributions towards a future Natural Heritage Study Update (\$3,250), a Future Active Transportation Master Plan (\$4,000), and a future Transportation Master Plan Update (\$3,000), and a reallocation of reserve funds from the Planning Legal Reserve to the future Archaeological Master Plan Reserve (\$10,000)**
- **Visitor Services– reduce Staff Training & Development budget line by \$1,000**
- **Museum Collection Management – reduce Professional & Consulting fees budget line by \$1,000**

- **Museum Marketing and Promotions – reduce Brochures/Books budget line by \$1,000**
- **Economic Development – reduce Studies/Reports budget line by \$7,000**

AND FURTHER THAT the following additional revisions be incorporated in the 2015 Draft Budget for County Council’s consideration:

- **Increase the Planning Operating – Professional and Consulting fees budget line by \$4,500 to be offset by a Transfer From Reserve (Waste Management Reserve) of \$4,500 resulting in a zero net levy increase. The additional \$4,500 is to cover off any additional expenses relating to the completion of the Landfills Study and to have the consultant prepare a digital catalogue of the background information associated with this project.**
- **Reallocate \$1,500 from the Natural Heritage Study – Professional and Consulting fees budget line to a Natural Heritage Study - Travel and Meal Expenses budget line to cover any travel and mileage expenses associated with this project.**

Background

At the January 15, 2015 meeting of the Planning and Community Development Committee the 2015 draft budget was presented. As a result of committee deliberations, staff were directed to consider opportunities to reduce the draft budget by an amount of \$50,000. Staff have reviewed the budget for potential savings and recommends the following reductions:

1. Reduce the General Forestry Operating budget by removing the \$20,000 Transfer to Reserve. The Transfer to Reserve was intended as a way to phase in the increase in Forestry Revenue (increase of \$60,000 compared to 2014) in case the total proposed increase is not realized. Based on the tender results for the Forestry Tenders in 2015, staff are confident that the 2015 projected Forestry Revenue targets will be met, however it is difficult to predict whether this level will be sustainable going forward.
2. Reduce the levy contribution for Planning Capital by \$20,250 by removing contributions towards a future Natural Heritage Study Update (\$3,250), a Future Active Transportation Master Plan (\$4,000), and a future Transportation Master Plan Update (\$3,000), as well as reallocating \$10,000 from the Planning Legal Reserve to the future Archaeological Master Plan Reserve. In order to reduce the net levy contribution, it is recommended that contributions towards the future Natural Heritage Study and the future Transportation Master Plan be postponed until the initial studies have been completed.

3. Reduce the Visitor Services – Staff Training and Development budget line by \$1,000. This line had been increased for training specific to 2015 and rather than increase this line for one year, savings will be found in other areas to offset the 2015 extra costs.
4. Reduce the Museum Collection Management – Professional & Consulting fees budget line by \$1,000.
5. Reduce the Museum Marketing and Promotions – Brochures/Books budget line by \$1,000.
6. Reduce the Economic Development – Studies/Reports budget line by \$7,000. There is no doubt that implementation of the economic development strategy will take additional funding. However, the final strategy will not be before Council until the April session and implementation can be phased. It is acknowledged that it is anticipated there will be further increases required in the 2016 budget deliberations.

The total amount recognized by the proposed reductions is \$50,250 meeting the request made by Committee.

In addition to the proposed reductions, staff are recommending the following additional budget revisions:

1. Increase the Planning Operating – Professional and Consulting fees budget line by \$4,500 to be offset by a Transfer from the Water Management Reserve of \$4,500 resulting in a zero net levy increase.

Approximately \$900 remains to be expensed in 2015 as part of the Abandoned Landfills Study that was previously awarded to a consultant. The remaining \$3,600 would be put towards having the consultant prepare a digital catalogue of all the background information collected as part of the Abandoned Landfills Study. The information would be categorized by each abandoned landfill as well as catalogued by each local municipality. This will allow staff to easily distribute the information to the local municipalities once the project has been completed. This additional expense is outside of the original project scope. To be consistent with how this project was originally funded, it is recommended that this additional amount be funded from the Waste Management Reserve which results in no impact to the levy.

2. Reallocate \$1,500 from the Natural Heritage Study – Professional and Consulting fees budget line to a Natural Heritage Study - Travel and Meal Expenses budget line. This would cover off any travel and meal expenses associated with this project. The Study proposal calls for several meetings with the Technical Advisory Group which will consist of representatives from local municipalities,

conservation authority staff, as well as First Nations and Metis representatives. To date the County has received a request from an external representative to be compensated for mileage expenses. Some of the other external representatives could request to have mileage compensated and therefore it is recommended that funds be reallocated to cover off any of these expenses. Any staff mileage and meal expenses associated with this project can also be allocated to this budget line. This project is to be funded from Reserves and Development Charges and therefore there is no impact to the levy.

Financial / Staffing / Legal / Information Technology

Considerations

There are no legal, staffing or IT considerations related to this report.

The budget revisions recommended above reduces the overall net levy increase from \$437,300 to \$387,050, which is a 10.17% increase compared to the 2014 budget, which is a corporate levy impact of 0.74%.

Link to Strategic Goals / Priorities

To ensure that Council's goals of financial sustainability and public accountability are maintained.

Respectfully submitted by,

Sharon Vokes
Clerk/Director of Council Services

Randy Scherzer
Director of Planning

Geoff Hogan,
Director of IT

[Addendum to Attachment to CCR-PCD-02-15 2015 Planning & Community Development Committee Draft Budget February 17, 2015](#)