June 25, 2019

REPORT TO: Mayor and Members
City Council

Your Finance Committee submits the following recommendations from its meeting held on June 12, 2019:

1. **2020 Operating Budget Forecast [Financial Impact – None], 2019-382**
   
   A. THAT Report 2019-382 regarding the preliminary 2020 Operating Budget forecast BE RECEIVED; and
   
   B. THAT staff BE DIRECTED to report back to the Finance Committee at its next meeting on how Long Term Disability Costs are distributed and the corporate plan, by Department, to address.

2. **2020 Budget Guidelines [Financial Impact - None], 2019-368**
   
   A. THAT Report 2019-368 regarding 2020 Budget guidance and direction BE RECEIVED; and
   
   B. THAT Staff BE DIRECTED to prepare a 2020 Operating Budget that reflects current service levels with staff identifying options to reduce the 2020 Operating Budget to an increase of no greater than 2.5%; and
   
   C. THAT all local boards and agencies BE REQUESTED to provide a 2020 budget in accordance with the guidelines established for City departments; and
   
   D. THAT proposed 2020 user fee increases BE PRESENTED to the August 2019 Finance Committee meeting for consideration and inclusion in the 2020 base Operating Budget; and
   
   E. THAT Unmet Needs NOT BE INCLUDED in the base budget, but BE PRESENTED individually to the Estimates Committee for consideration using the categories as outlined in Section 8.4 of Report 2019-368; and
   
   F. THAT staff BE DIRECTED to develop a Public engagement campaign for the 2020 Budget and report back with same to the Finance Committee in August 2019; and
G. THAT, for purposes of clarity and ease of reference, the necessary by-law to amend Chapter 15 of the City of Brantford Municipal Code regarding Procedure to reflect the following provisions as contained within the Council-approved Taxpayers’ Bill of Rights, BE PRESENTED to City Council for adoption:

i. Require that a Special City Council meeting be called for the purpose of adopting the annual budget as recommended by the Estimates Committee when either of the following applies:

a. where proposed annual Operating Budget increases exceed 1.5% or the existing rate of inflation (whichever is higher); OR

b. where cumulative Operating Budget increases within the current term of Council exceed 4% or the cumulative rate of inflation during that period

ii. Notice of the required Special City Council meeting identified in Clause G (i) above shall include reference that delegations regarding the recommended budget will be received by Council at said Special meeting.


A. THAT Report 2019-356 regarding the subordination of the City of Brantford’s interest in Brantford Hydro Inc. promissory note BE RECEIVED; and

B. THAT the subordination and postponement of the City’s security interest in Brantford Hydro Inc. in favour of the Royal Bank of Canada BE APPROVED.

4. Provincial Budget Impacts [Financial Impact - Unknown], 2019-369

A. THAT Report 2019-369 regarding the impacts of the Provincial Budget BE RECEIVED; and

B. THAT Staff BE DIRECTED to submit an Expression of Interest under the Audit and Accountability Fund seeking grant funding for the provision of a services review prior to the deadline of June 30, 2019; and
C. THAT should the provincial contribution to the City be less than 100% of the cost of the services review, the balance to a maximum of $100,000 BE FUNDED from the Council Priorities Reserve (RF0558); and

D. THAT the General Manager, Corporate Services/City Treasurer BE DELEGATED authority to enter into the required Transfer Payment Agreement should the City be successful with its application to the Audit and Accountability Fund.

5. **Procurement of Report and Meeting Management Software [Financial Impact – Annual fee of $24,025 which is already included in the Operating Budget], 2019-404**

A. THAT Report 2019-404, Procurement of Report and Meeting Management Software, BE RECEIVED; and

B. THAT Council APPROVE the single source procurement pursuant to Section 4.02(g) of the Purchasing Policy, for service fees related to the supply of report and meeting management software from eSCRIBE Software Ltd. at an annual upset limit of $24,025 (excluding HST) commencing July 12, 2019 for a three year term with an option to renew for one additional three year term; and

C. THAT the Clerk BE DIRECTED to place the required Agreement between The Corporation of the City of Brantford and eSCRIBE Software Ltd. on a Signing By-law for execution by the Mayor and Clerk.

6. **Redirection of Board Honoraria to the Airport Reserve**

WHEREAS on December 3, 2018, City Council appointed Councillor Martin to the following Boards:

A. Brantford Energy Corporation  
B. Brantford Power Inc.  
C. Brantford Hydro Inc.  
D. Brantford Police Services; and

WHEREAS members appointed to these Boards receive an honorarium; and
WHEREAS Section 1.F(b) of By-law 81-2014, as amended (Council Honoraria By-law) requires additional benefits from any Board or Committee to be paid over or redirected to the City; and

WHEREAS Section 1.F(c) of By-law 81-2014, as amended allows the honorarium paid to be redirected to a specific City account, by way of a resolution adopted by a majority vote;

NOW THEREFORE BE IT RESOLVED:

THAT the honoraria received for Councillor Martin’s appointment to the following Boards:

   A. Brantford Energy Corporation
   B. Brantford Power Inc.
   C. Brantford Hydro Inc.
   D. Brantford Police Services

BE REDIRECTED to the Airport Reserve (RF0525) via Corporate Council Account 102101.67550.

Respectfully submitted,

Councillor Martin, Chair