



## ESTIMATES COMMITTEE

### MINUTES

January 6, 2021

6:00 p.m.

Virtual, Brantford City Hall

#### 1. ROLL CALL

Present: Mayor Davis  
Councillor Antoski  
Councillor Utley  
Councillor Carpenter  
Councillor McCreary  
Councillor Vanderstelt  
Councillor Wall  
Councillor Sless  
Councillor Martin  
Councillor Weaver

Regrets: Councillor Van Tilborg (work commitment)

#### 2. DECLARATIONS OF CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

#### 3. ITEMS FOR CONSIDERATION

##### 3.1 Continuation of 2021 Budget Worksheet

**1.A** Registered delegations from the Public presented to the Committee.

Elisabeth Chernichenko appeared before the committee and spoke to various capital budget items. Elisabeth Chernichenko requested information on:

- The breakdown of expenditures for the Arrowdale Park Development.
- The Electronic Signature capital item
- Security cameras at the Public Library (\$50,000)
- The possible use of compost trucks for recycling initiatives

Eric Mundy appeared before the committee and communicated concerns regarding the lack of detail and transparency of the capital budget. Eric Mundy requested clarification of projects that were listed as “studies” and “assessments”.

Dan Oakes appeared before the committee and spoke to the Arrowdale Park Development project. Dan Oakes requested information of the financing of the project and the amenities included.

Joelle Daniels, Director of Finance/City Treasurer provided an overview of Steps 1.B and 1.C as follows:

**1.B Council Approved Capital Budget Direction**

In September, City Council approved the 2021 Budget Direction and Guidance which included the following recommendation:

*THAT the meetings of the 2021 Estimates Committee BE SCHEDULED to start in January 2021.*

The report indicated that the 2021 Capital budget and long-term capital plan would be considered and approved first, allowing for competitive procurement processes to be let well before the construction season.

At this time, the Estimates Committee is only being presented with the 2021 capital budget for approval. Due to the recent updates to the Transportation Master Plan and Master Servicing Plan along with the ongoing work for both the Area Specific Development Charges and City-Wide Development Charges Background Studies, an updated multi-year capital plan will be presented at a later date to the Estimates Committee.

## **1.C    2021 Capital Budget**

The 2021 Capital Budget, as presented, can be summarized as follows:

|                                       |                     |
|---------------------------------------|---------------------|
| 2021 Capital Budget                   | <b>\$88,922,497</b> |
| Funding Sources:                      |                     |
| DC's/Developer Contributions          | 7,861,940           |
| Gas Tax                               | 5,190,000           |
| 3rd Party Contributions               | 21,459,078          |
| Rate Reserves                         | 23,286,800          |
| Tax Supported Reserves                | 26,300,235          |
| Debenture Financing                   | 4,824,444           |
| Total 2021 Sources of Capital Funding | <b>\$88,922,497</b> |

## **1.D    Opening presentation by the CAO and Director of Finance/City Treasurer/City Treasurer.**

Brian Hutchings, Chief Administrative Officer and Joelle Daniels, Director of Finance/City Treasurer appeared before the Committee.

A PowerPoint presentation was made, a copy of the PowerPoint presentation will be placed in the Committee meeting file.

J. Daniels responded to various questions from Members of the Committee.

## **1.E    Opening Motion required:**

Moved By: Councillor Vanderstelt

Seconded By: Councillor Weaver

- A. THAT the 2021 Capital Budget BE APPROVED as presented; and
- B. THAT the necessary By-laws BE PRESENTED to City Council for adoption; and
- C. THAT the General Managers, and the Purchasing Officer BE AUTHORIZED to award Year 2021 projects approved through the Estimates Process and corresponding budget documents in accordance with the City of Brantford's Purchasing Policy.

## **STEP 2 – WORKSHEET INTRODUCTION**

Joelle Daniels, Director of Finance/City Treasurer provided an overview of Steps 2.A, 3.A, and 3.B noting that there will not be a staff presentation for 3.B:

### **2.A Document Overview**

2021 Corporate-wide Capital Budget documents can be found on the City's website using the following link:

[Preliminary 2021 Capital Budget](#)

It is recommended that Members have this document open as the Committee proceeds through this Budget Worksheet. Many steps of this worksheet will make reference to page numbers in this document where additional information can be found. Opportunities will be available at the Commission or Department specific steps of this Worksheet to ask questions of Staff, and make amendments to the Capital Budgets.

## **STEP 3 – ECONOMIC DEVELOPMENT/SANDERSON 2021(Year 1)CAPITAL BUDGET**

- 3.A** The Committee has been provided with the proposed 2021 Economic Development/Sanderson Capital Budget on Pg. 233 of the Capital Plan which can be opened [online](#).

The proposed 2021 Economic Development/Sanderson Capital Budget totals **\$215,000** and can be summarized as follows:

| 2021 Capital Budget          |                      |                 |                  |                                |
|------------------------------|----------------------|-----------------|------------------|--------------------------------|
|                              | Economic Development | Sanderson       | Total            | Future Years Operating Impacts |
| No. of Projects              | 1                    | 3               | 4                |                                |
| Total Capital Budget         | <b>\$120,000</b>     | <b>\$95,000</b> | <b>\$215,000</b> | <b>(\$1,100)</b>               |
| Tax Supported Reserves       | 120,000              | 95,000          | \$215,000        |                                |
| <b>Total Capital Funding</b> | <b>\$120,000</b>     | <b>\$95,000</b> | <b>\$215,000</b> |                                |

- 3.B** No presentation was made at this step regarding the 2021 Economic Development/Sanderson Capital Budget.

### 3.C 2021 Capital Projects

The Chair inquired if any Committee members had any questions on any of the below projects.

|      | Ref/<br>Pg.<br>No. | Dept                    | Project  | Previous<br>Allocation | 2021<br>Budget   |
|------|--------------------|-------------------------|--|------------------------|------------------|
| 3C.1 | 37                 | Economic<br>Development | <a href="#">Economic Development &amp; Tourism Strategy Update</a> | -                      | 120,000          |
| 3C.2 | 85                 | Sanderson               | <a href="#">LED Stage Lighting</a>                                 | 160,000                | 50,000           |
| 3C.3 | 86                 | Sanderson               | <a href="#">Main Curtain Replacement</a>                           | -                      | 30,000           |
| 3C.4 | 87                 | Sanderson               | <a href="#">Minor Capital</a>                                      | -                      | 15,000           |
|      |                    |                         | <b>TOTAL</b>   | <b>\$160,000</b>       | <b>\$215,000</b> |

#### Deferral of Item 3C.3 – Main Curtain Replacement

Moved by Councillor Vanderstelt  
Seconded by Councillor Antoski

THAT Item 3C.3 – Main Curtain Replacement BE DEFERRED to the 2022 Capital Budget Process.

#### Recorded Vote on Deferral

YES: (10): Mayor Davis, Councillor Weaver, Councillor Vanderstelt, Councillor Utley, Councillor Sless, Councillor McCreary, Councillor Martin, Councillor Carpenter, Councillor Antoski, and Councillor Wall

**CARRIED (10 to 0)**

#### Deferral of Item 3C.1 – Economic Development & Tourism Strategy Update

Moved by Councillor McCreary  
Seconded by Councillor Vanderstelt

THAT Item 3C.1 – Economic Development & Tourism Strategy Update BE DEFERRED to the 2022 Capital Budget Process.

#### Recorded Vote on Deferral

YES: (8): Mayor Davis, Councillor Weaver, Councillor Vanderstelt, Councillor Sless, Councillor McCreary, Councillor Martin, Councillor Carpenter, and Councillor Wall

NO: (2): Councillor Utley, and Councillor Antoski

**CARRIED (8 to 2)**

### 3.D Opportunity for Additions to the Proposed 2021 Capital Program

The Chair indicated that motions from Members of the Committee would be required at this time to add to the 2021 Economic Development/Sanderson Capital Budget as presented.

No motions were made.

## **STEP 4 –CORPORATE SERVICES 2021 (Year 1)**

### **CAPITAL BUDGET**

Joelle Daniels, Director of Finance/City Treasurer provided an overview of Step 4.A as follows:

- 4.A** The Committee has been provided with the proposed 2021 Corporate Services Capital Budget on Pg. 234 of the Capital Plan which can be opened [online](#).

The proposed 2021 Corporate Services Capital Budget totals **\$1,685,000** and can be summarized as follows:

| 2021 Capital Budget   |                        | Finance          | Human Resources  | IT               | Total              | Future Years Operating Impact |
|-----------------------|------------------------|------------------|------------------|------------------|--------------------|-------------------------------|
| No. of Projects       |                        | 3                | 2                | 6                | 11                 |                               |
| Total Capital Budget  |                        | <b>\$690,000</b> | <b>\$160,000</b> | <b>835,000</b>   | <b>\$1,685,000</b> | <b>\$30,000</b>               |
|                       | Tax Supported Reserves | 690,000          | 160,000          | 835,000          | 1,685,000          |                               |
| Total Capital Funding |                        | <b>\$690,000</b> | <b>\$160,000</b> | <b>\$835,000</b> | <b>\$1,685,000</b> |                               |

- 4.B** Joelle Daniels, Director of Finance/City Treasurer, Anita Szaloky, Director of Human Resources and Scott Hall, Director of Information Technology Services appeared before the Committee.

A PowerPoint presentation was made, a copy of the PowerPoint presentation will be placed in the Committee meeting file.

Staff responded to various questions from Members of the Committee.

**4.C** **2021 Capital Projects**

The Chair inquired if any Committee members had any questions on any of the below projects

|      | Ref/<br>Pg.<br>No. | Dept            | Project   | Previous<br>Allocation | 2021<br>Budget |
|------|--------------------|-----------------|---|------------------------|----------------|
| 4C.1 | 39                 | Finance         | <a href="#">Review of City Fees and Charges</a> | -                      | 150,000        |
| 4C.2 | 40                 | Human Resources | <a href="#">HR Master Plan Update</a>           | -                      | 110,000        |
| 4C.3 | 41                 | Human Resources | <a href="#">Employee Engagement Program</a>     | -                      | 50,000         |
| 4C.4 | 42                 | IT              | <a href="#">Electronic Signatures</a>           | -                      | 75,000         |

|       |     |             |  |                  |                    |
|-------|-----|-------------|--|------------------|--------------------|
|       |     | Services    |  |                  |                    |
| 4C.5  | 43  | IT Services | <a href="#">Security Platform</a>                  | -                | 180,000            |
| 4C.6  | 103 | Finance     | <a href="#">Meter Reading Hardware Replacement</a> | -                | 40,000             |
| 4C.7  | 104 | Finance     | <a href="#">CRM Upgrades</a>                       | -                | 500,000            |
| 4C.8  | 105 | IT Services | <a href="#">Time and Attendance System</a>         | 600,000          | 400,000            |
| 4C.9  | 106 | IT Services | <a href="#">Replication and Disaster Recovery</a>  | -                | 80,000             |
| 4C.10 | 107 | IT Services | <a href="#">PC Replacement Program</a>             | -                | 50,000             |
| 4C.11 | 108 | IT Services | <a href="#">Integrate Applications &amp; Data</a>  | -                | 50,000             |
|       |     |             | <b>TOTAL</b>                                       | <b>\$600,000</b> | <b>\$1,685,000</b> |

#### Removal of Item 4C.1 - Review of City Fees and Charges

Moved by Councillor McCreary  
Seconded by Councillor Utley

THAT Item 4C.1 – Review of City Fees and Charges BE REMOVED from the 2021 Capital Budget

#### Recorded Vote on Removal of Item 4C.1

YES: (10): Mayor Davis, Councillor Weaver, Councillor Vanderstelt, Councillor Utley, Councillor Sless, Councillor McCreary, Councillor Martin, Councillor Carpenter, Councillor Antoski, and Councillor Wall

**CARRIED (10 to 0)**

#### Deferral of Item 4C.2 – HR Master Plan Update

Moved by Councillor McCreary  
Seconded by Councillor Vanderstelt

THAT Item 4C.2 – HR Master Plan Update BE DEFERRED to the 2022 Capital Budget Process.

#### Recorded Vote on Deferral

YES: (9): Councillor Weaver, Councillor Vanderstelt, Councillor Utley, Councillor Sless, Councillor McCreary, Councillor Martin, Councillor Carpenter, Councillor Antoski, and Councillor Wall

NO: (1): Mayor Davis

**CARRIED (9 to 1)**

#### Direction for Report - Item 4C.4 – Electronic Signatures

Moved by Councillor McCreary  
Seconded by Councillor Utley

THAT Staff BE DIRECTED to provide a report to Council regarding further information regarding Item 4C.4 – Electronic Signatures.

#### Recorded Vote on Direction for Report

YES: (10): Mayor Davis, Councillor Weaver, Councillor Vanderstelt, Councillor Utley, Councillor Sless, Councillor McCreary, Councillor Martin, Councillor Carpenter, Councillor Antoski, and Councillor Wall

**CARRIED (10 to 0)**

#### Direction for Report - Item 4C.6 – Meter Reading Hardware Replacement

Moved by Councillor McCreary  
Seconded by Councillor Sless

THAT Staff BE DIRECTED to provide a report to Council regarding Item 4C.6 – Meter Reading Hardware Replacement to include further examination of the possibility of having future contractors supplying their own equipment.

#### Recorded Vote on Direction for Report

YES: (10): Mayor Davis, Councillor Weaver, Councillor Vanderstelt, Councillor Utley, Councillor Sless, Councillor McCreary, Councillor Martin, Councillor Carpenter, Councillor Antoski, and Councillor Wall

**CARRIED (10 to 0)**

#### **4.D Opportunity for Additions to the Proposed 2021 Capital Program**

The Chair indicated that motions from Members of the Committee would be required at this time to add to the 2021 Corporate Services Capital Budget as presented.

No motions were made.



# **STEP 5 –COMMUNITY DEVELOPMENT 2021**

## **(Year 1) CAPITAL BUDGET**

Joelle Daniels, Director of Finance/City Treasurer provided an overview of Step 5.A as follows:

### **5.A Community Development 2021 Capital Budget**

The Committee has been provided with the proposed 2021 Community Development Capital Budget on Pg. 235 of the Capital Plan which can be opened [online](#).

The proposed 2021 Community Development Capital Budget totals **\$350,000** and can be summarized as follows:

| <b>2021 Capital Budget</b>   |                         | <b>Building</b>  | <b>Future Years<br/>Operating Impacts</b> |
|------------------------------|-------------------------|------------------|---|
| No. of Projects              |                         | 1                |   |
| Total Capital Budget         |                         | <b>\$350,000</b> | n/a                                       |
|                              | Rate Supported Reserves | \$350,000        |   |
| <b>Total Capital Funding</b> |                         | <b>\$350,000</b> |   |

### **5.B 2021 Capital Project – Community Development**

The Chair inquired if any Committee members had any questions on any of the below project.

|      | <b>Ref/<br/>Pg.<br/>No.</b> | <b>Project</b>   | <b>Previous<br/>Allocation</b> | <b>2021<br/>Budget</b> |
|------|-----------------------------|--|--------------------------------|------------------------|
| 5B.1 | 38                          | <a href="#">Purchase of fleet vehicles for<br/>Building Inspection staff</a> | -                              | 350,000                |
|      |                             | <b>TOTAL</b>   | -                              | <b>\$350,000</b>       |

### **Deferral**

Moved by Councillor Utley  
Seconded by Councillor Vanderstelt

- A. THAT Project 5B.1 BE DEFERRED to the January 13 Estimates Committee Meeting; and
- B. THAT staff BE DIRECTED to provide a report regarding the implementation of a pilot project entailing a comparative study between gas powered and electric powered vehicles for fleet services.

A separate vote was requested for Clause A and Clause B:

### **Recorded Vote on Clause A**

YES: (10): Mayor Davis, Councillor Weaver, Councillor Vanderstelt, Councillor Utley, Councillor Sless, Councillor McCreary, Councillor Martin, Councillor Carpenter, Councillor Antoski, and Councillor Wall

**CARRIED (10 to 0)**

Recorded Vote on Clause B

YES: (7): Mayor Davis, Councillor Vanderstelt, Councillor Utley, Councillor McCreary, Councillor Martin, Councillor Carpenter, and Councillor Wall

NO: (3): Councillor Weaver, Councillor Sless, and Councillor Antoski

**CARRIED (7 to 3)**

**5.C Opportunity for Additions to the Proposed 2021 Capital Program**

The Chair indicated that motions from Members of the Committee would be required at this time to add to the 2021 Community Development Capital Budget as presented.

No motions were made.

Joelle Daniels, Director of Finance/City Treasurer provided a recap of the City-wide 2021 Capital Budget:

|   |                  |
|---|------------------|
| Proposed City-wide 2021 Capital Budget =  | \$__88,922,497__ |
| Jan 6 Amendments to 2021 Capital Budget = | \$__(410,000)__  |
| Updated City-wide 2021 Capital Budget =   | \$__88,512,497__ |

|   |
|---|
| <b>4. RECESS TO RECONVENE AT 6:00 P.M. ON WEDNESDAY, JANUARY 11, 2021</b> |
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The meeting was recessed at 9:27 p.m. to reconvene at 6:00 p.m. on January 11, 2021.

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Councillor Carpenter, Chair

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C. Gauthier, Deputy Clerk/Manager,  
Clerk's Services