

The Corporation of the County of Perth
Council - Regular Meeting
Agenda
9:00 AM

Date: January 17, 2019
Time: 9:00 am
Location: Council Chambers
1 Huron Street, Stratford, ON

Pages

1. **Call to Order**

2. **Moment of Reflection**

3. **Disclosure of Pecuniary Interest**

The *Municipal Conflict of Interest Act* requires that any member of Council declaring a pecuniary interest and general nature thereof, where the interest of a member of Council has not yet been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the Act.

4. **Confirmation of the Agenda**

5. **Consent Agenda - No Items**

Items listed under the Consent Agenda are considered routine and may require discussion but no action on the part of Council. Consent Agenda items are received in one motion. Council members may request that one or more item be removed for further action.

6. **Public Meetings, Public Hearings and Delegations**

Communications (written and verbal) addressed to Council will become part of the public record.

6.1 **Public Sector Digest - To Be Distributed**

7. Staff Reports

7.1 Office of the CAO - No Report

7.2 Corporate Services

7.2.1 Court Services POA MSSC 2019-2021 Budget Report 1

7.2.2 Stratford-Perth Archives MSSC 2019-2021 Budget Report 6

7.3 Paramedic Services

7.3.1 Paramedic Services MSSC 2019-2021 Budget Report 10

7.4 Public Works - No Report

8. Council Reports

8.1 Capital Budget - TAB 2

9. Correspondence - None

10. By-Laws - No Report

11. Notice of Motions

12. Other Business

In the interest of supporting the County of Perth Accountability and Transparency Policy, where a member of Council or staff would like to present an item of business in this section, it is recommended that they contact the County Clerk in advance so that the item can be placed on the published agenda.

13. Announcements

14. Closed Session Meeting and Reporting Out

15. Confirmatory By-Law

16. Adjournment

To: Warden McKenzie and Members of Council
 Date: Thursday, January 17, 2019
 Prepared By: Linda Becker, Manager of Court Services
 Subject: MSSC 2019-2021 Budget Report & 2018 Year-End Operational Update – CS-2019

Recommended Action:

THAT Perth County Council receives the “MSSC 2019-2021 Budget Report & 2018 Year-End Operational Update – CS-2019” report; and

THAT Council approve the report for submissions to the MSSC Budget Meeting of January 31, 2019.

Background Information:

This report provides an update on activities at the Provincial Offences Administration office to the end of 2018 and the 2019 to 2021 Budget report for MSSC.

Comments:

The Provincial Offences court office is operating normally; with statistics to the end of the year as follows:

- Charges received

Year	Charges filed
2018	9,257
2017	10,141
2016	11,647
2015	12,266

- Fines collected

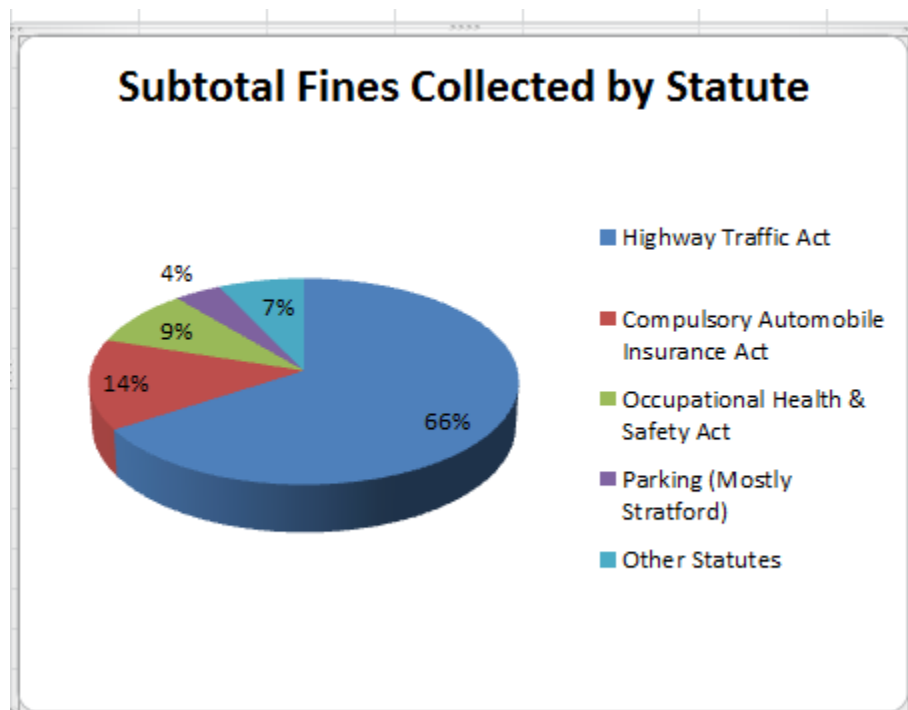
Year	Fines collected
2018	\$1,471,448
2017	\$1,509,721
2016	\$1,637,775
2015	\$1,734,083

Fine Distribution:

Municipal Partner	2018 Budget percentages, based on Five Year Actuals Average	Actual Result
St. Marys	4%	3%
Stratford	37%	42%
County	59%	55%

Exact percentage is calculated based on location of offence.

Fine Distribution by Statute:



Legislative Impacts:

[Bill 31, Transportation Statute Law Amendment Act \(Making Ontario's Roads Safer\), 2015](#)

Under this act, defendants can pay their fines at Service Ontario after their licence has been suspended. This change came into effect May 1, 2017. Only cases with a conviction date of May 1, 2010 or later are included in this payment option.

The Reinstatement fee is collected at the same time as the fine and the driver's licence is reinstated immediately by Service Ontario. The reinstatement fee increased from \$198 to **\$275** effective January 2019.

This document is available in alternate formats, upon request.

In 2018 **1,106** cases were paid in full at Service Ontario for a total of **\$105,647**. They have the capability to collect only cases in plate denial or those suspending the driver's licence and they can only collect the full amount owing. Of the fines collected at Service Ontario, only the fine, court costs and a portion of the fee are returned to the court office. The collection agency costs are recovered to pay the collection agencies. The Province retains the VFS and their portion of the fee (\$20/case collected).

For comparison, during the same year, our court administration office staff processed **6,706 transactions** and our deposits totaled **\$1,126,236**. Online we had **1,963 cases paid in full** through Paytickets for a total of **\$198,046**.

Bill 177: Stronger, Fairer Ontario Act (Budget Measures) 2017:

Since the bill received Royal Assent on December 14, 2017, we have received no communication or direction from the Province regarding download of Part III Prosecutions, Powers of the Clerk of the Court or anything else that is listed in Schedule 35 amending the *Provincial Offences Act*.

2019 to 2022 MSSC POA Operating Budget

All operating costs are recovered from revenue which is collected by the court office.

Propensity to pay, which refers to cases where the defendant chooses to plead guilty by paying the fine, remains high at 64% compared to the provincial average of 46% excluding Toronto.

Revenue is difficult to project. The budgeted revenue amount is based on a five year average.

Charges are added to the system using a code to identify the location of the offence. Each month, the actual fines paid are analyzed to determine the breakdown by percentage for each municipal partner. After year-end processes have been completed, the net revenue is distributed to the municipal partners. The percentage assigned in this budget is based on the 5 year average.

Municipal Partner	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	5 year Average
St. Marys	5.55%	5.59%	3.82%	1.60%	3.41%	4%
Stratford	26.31%	38.34%	36.55%	44.39%	39.40%	37%
County	68.14%	56.07%	59.63%	54.01%	57.20%	59%

Prosecution expenses have been budgeted to prepare for the anticipated increase in costs due to the download of Part III Prosecutions. While we have not received any direction from the Province, we do need to be prepared for this change.

This document is available in alternate formats, upon request.

Many of the costs to operate the court office are mandated by the Memorandum of Understanding; for example,

- We must submit the Victim Fine Surcharge and Dedicated fine revenue that we collect to the Province.
- We must provide current copies of all legislation for the use of the Judiciary.
- We must pay Provincial Administration charges, \$300/hour for Judicial Resources and \$109 per hour for Part III prosecutors.

Collection of fine revenue is only one facet of the administration of justice. As always, my staff and I work to maintain the integrity of the Ontario Court of Justice and we strive to run an efficient court office.

Financial Implications:

N/a

Connection to Strategic Plan:

GOAL 1: Ensure residents are being served by an efficient, cohesive, accessible and comprehensive service delivery model.

Attachments:

MSSC POA Operating Budget 2019-2021.

Reviewed by:

Recommended by the Department

L. Wolfe, Director, Corporate Services/County Clerk, January 10, 2019.

Recommended by the CAO

R. Pullia, Chief Administrative Officer, January 10, 2019

County of Perth
PROVINCIAL OFFENCES
2019 - 2020 OPERATING BUDGET

	2018	2019	2019	2020	2020	2021	2021
	Budget	Budget	%	Budget	%	Budget	%
			Change		Change		Change
Revenues	\$1,673,500	\$1,653,500		1,666,500		1,677,500	
Salaries and Benefits	323,046	337,805		352,446		360,695	
Program Expenses	366,872	366,964	-	367,043	-	367,125	-
Interdepartmental Charges - Overhead	108,102	128,306		131,351		135,207	
Interdepartmental Charges - Rent	47,137	54,156		54,156		54,156	
Paid to the Province	347,000	345,900		364,170		366,040	
Net Municipal Share	481,343	420,369	(12.7%)	397,334	(5.5%)	394,277	(0.8%)

2018 - Est. based on Current Year %

City of Stratford (42.02%)	202,260
Town of St. Marys (2.82%)	13,574
County of Perth (55.16%)	265,509

2019-2021

City of Stratford (5 yr average = 40.14%)	168,736	159,490	158,263
Town of St. Marys (5 yr average = 3.45%)	14,503	13,708	13,603
County of Perth (5 yr average = 56.41%)	237,130	224,136	222,412

To: Warden Mackenzie and Members of Council
Date: Thursday, January 17, 2019
Prepared By: Betty Jo Belton, Manager of Archives Services / Archivist
Subject: MSSC 2019-2021 Budget Report and Operational Update for 2018; and

Recommended Actions:

THAT Perth County Council receives the “MSSC 2019-2021 Budget Report and Operational Update for 2018; and

THAT Council approve the report for submission to the MSSC budget meeting of January 31, 2019.

Background Information:

This report provides a budgetary outlook for 2019, describes upcoming projects, and an update on activities at the Stratford-Perth Archives for 2018.

Comments:

Budgetary Outlook for 2019

Subject to Perth County Council’s budget review process, Archives overall expenses are anticipated to rise by approximately \$30,000 in 2019. Of this amount, \$25,000 is the planned annual increase to Interdepartmental Rent charges which will continue until 2020. The remaining amount reflects increases in salary costs for current staff and in internal overhead costs.

2018 Activities

1. Collections Management

Significant progress was made on arranging and describing the Gaffney Construction Company records donated in 2016 and staff continue to work on this significant collection.

There was an unexpected opportunity in 2018 to work with a donor who offered a large collection of photographs of local families dating from the mid-1800s to the 1970s. He is digitizing these photographs and filing them according to a scheme developed with Archives and rehousing the originals in archival quality boxes and envelopes. As each family group is completed, both the sorted originals and digital copies are being donated

This document is available in alternate formats, upon request.

to the Archives. This project will continue in 2019 with the ultimate goal being to make all of the photographs available via the website.

Staff has been working with the Federated Women's Institutes of Ontario on a project to digitize the Tweedsmuir history books and related records for all institute branches in the Perth South District. This project will also continue in 2019.

Finding aids were created for Stratford Summer Music records, the Lillian Morely papers, and Sports history files from the Stratford Beacon Herald. All newspaper clipping files from the former 3 branches have been integrated and a new 350+ page file list created. (The clipping files are among the most heavily used records at the Archives.)

2. Research and Reference Services

Year	2016	2017	2018
Researchers in Reading Room	1,195	1,160	1,042
Visitors to Gallery and Events	802	785	1,149
In-Person Total	1,997	1,945	2,191
Researchers via Mail	244	198	224
Researchers via Telephone	465	700	653
Website Hits	3,180	3,871	4,181
HistoryPin Sites and Stories exhibit	1,930	851	786
Other Total	5,819	5,620	5,844
Annual Total	7,816	7,565	8,035

3. Public Outreach

In 2018, there were 7 free exhibits in the James Anderson Gallery. The major ones were Equal Time: Noted and Notorious Women of Stratford and Perth County and The

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World Remembers (regarding the end of World War I). Community based exhibits were created for the Black Swan Revival and Stratford Symphony Orchestra Passchendaele concerts, as well as North Perth Culture Days. 151 local history articles were written by Archives staff for County newspapers. The Stratford Beacon Herald's widely distributed 2018 Chronicles magazine was called Perth County Reflections and consisted entirely of Archives articles and photographs published in past years. Since August, a brief version of the newspaper articles has been published via the County's Facebook page.

4. Major Initiatives for 2019

All staff are excited about moving ahead in 2019 with well-trained and focused "teams" specializing in Reference and Research; and, Collections Management and Development.

In addition to the on-going projects noted above, some projects deferred from 2018 will proceed in 2019. These include a user survey and resulting service strategy that will also be informed by the County's new strategic plan. New projects include arranging and describing the records of the Canadian Federation of University Women, Stratford Club. A Northwestern high school co-op student will work with staff to clean, rehouse and catalogue records of the Stratford General Hospital that were donated in 2016.

There will be an exhibit to celebrate the 125th anniversary of Labour Day in Canada and a formal opening for the accessible, native plant garden at the north end of the property.

Archives staff will continue to work in partnership with municipal clerks to ensure that historically and legally significant local government records are captured and preserved for public use in accordance with legislation such as the Municipal Freedom of Information and Protection of Privacy Act.

Connection to Strategic Plan:

GOAL 1: Ensure residents are being serviced by an efficient, cohesive, accessible and comprehensive service delivery model.

Attachments:

1. MSSC Operating Budget 2019-2020

Reviewed by:

Lori Wolfe, Director of Corporate Services/County Clerk, January 8, 2019

Renato Pullia, Chief Administrative Officer, January 11, 2019

County of Perth
ARCHIVES
2019 - 2020 OPERATING BUDGETS

	2018	2019		2020		2021	
	Budget	Budget		Budget		Budget	
Revenues	\$5,050	\$5,050		\$5,050		\$5,050	
Salaries and Benefits	352,046	355,837		367,056		353,601	
Program Expenses	57,318	57,667		57,739		57,814	
Interdepartmental Charges - Overhead	44,559	45,439		46,708		46,708	
Interdepartmental Charges - Rent	250,000	275,000		300,000		300,000	
Net Municipal Share	698,873	728,893	4.3%	766,453	5.2%	753,073	(1.7%)
City of Stratford (44%)	307,504	320,713	4.3%	337,239	5.2%	331,352	(1.7%)
County of Perth (56%)	391,369	408,180	4.3%	429,214	5.2%	421,721	(1.7%)

To: Warden McKenzie and Members of Council
Date: Thursday, January 17, 2019
Prepared By: Blaine Lucas, Director/Chief of Paramedic Services
Subject: Perth County Paramedic Services Municipal Shared Services Committee Report – (ES/PS – 2019)

Recommended Actions:

THAT Perth County Council receives the “Perth County Paramedic Services Municipal Shared Services Committee Report – (ES/PS – 2019)” report; and

THAT Council approve the report for submission to the January 17, 2019 meeting of the Municipal Shared Services Committee.

Background Information:

The following is an update on activities and budgeted items that impact the day-to-day operations of Perth County Paramedic Services.

1. Director/Chief – Departmental Priorities (2019)

In the first quarter of 2019, the leadership team will initiate a collaborative structural review of the service. The structural review will evaluate administrative and operational best practices in support of the continued patient-focused and patient-first mandate of the program. The structure review will evaluate all aspects of the paramedic service including administrative procedures, frontline operations, staff engagement, human resources, resource utilization and deployment. In addition, the structure review will include a feasibility analysis of community paramedicine.

2. Fleet

The capital budget submission for 2019 includes a replacement ambulance unit based on the emergency vehicle replacement multi-year strategy developed by the department in collaboration with the Public Works Department.

3. Ministry Audit

Every three years each public paramedic service is required to be audited and assessed according to the Ministry of Health and Long Term Care (MOHLTC) standards, regulations and legislation related to provision of paramedic services. The County audit took place on September 25, 26.

On December 28, 2018 the County of Perth received correspondence from the Ministry of Health & Long-Term Care (MOHLTC) that stated, "Congratulations on successfully meeting the legislative requirements for certification as a land ambulance operator in the Province of Ontario." The letter indicated that Perth County Paramedic Services was recognized for preparation for the certification process, quality of patient care evaluated during field observation by the provincial inspectors, procedures related to communicable disease management and the focus on paramedic continued medical education. The letter included a draft report for review by the leadership team to ensure accuracy of the findings of the inspectors. The department has an opportunity to respond to the draft report prior to the issuance of the 3 year license that recognized the County of Perth as the land ambulance operator for the municipality.

4. Labour Relations

On November 28th the County also received from the Canadian Union of Public Employees (CUPE), Local 4154 of the intent to commence collective bargaining. The current collective agreement expired on December 31, 2018.

The County has had discussions with CUPE with the understanding that the initial bargaining dates will be scheduled in the first quarter of 2019.

5. Peer Support Team

The department has further enhanced the employee wellness program with the assistance of an Organizational Psychologist. The business decision to secure access to a medical professional with expertise in wellness and prevention Post Traumatic Stress Disorder prevention was initiated to further support the Paramedic's Peer Resource Team. The Organizational Psychologist will provide advice on educational opportunities and department programs.

Financial Implications:

No impact with this report.

Attachments:

1. MSSC Operating Budget 2019-2021

Connection to Strategic Plan:

Goal 1: ensure residents are being served by an efficient, cohesive, accessible and comprehensive service delivery model.

Reviewed by the CAO

Renato Pullia, Chief Administrative Officer, January 11, 2019

This document is available in alternate formats, upon request.

County of Perth
PARAMEDIC SERVICES
2019 - 2020 OPERATING BUDGETS

	2018 Budget	2019 Budget	2019 % Change	2020 Budget	2020 % Change	2021 Budget	2021 % Change
Total Revenues	\$5,879,723	\$6,209,760		\$6,276,826		\$6,378,478	
Salaries and Benefits	9,293,883	9,162,169		9,390,305		9,616,995	
Program Expenses	552,365	600,651		525,289		529,076	
Interdepartmental Charges - Overhead	1,001,940	1,208,892		1,205,882		1,237,156	
Interdepartmental Charges - Facilities Rent	787,000	834,500		834,500		834,500	
Interdepartmental Charges - Fleet Rent	565,000	590,000		610,000		620,000	
2018 Capital Transfers	125,000						
2019 Capital Transfers		125,000					
2020 Capital Transfers				125,000			
2021 Capital Transfers						130,000	
Total Expenses	12,325,188	12,521,212	1.6%	12,690,976	1.4%	12,967,727	2.2%
Net Municipal Share	6,445,465	6,311,452	(2.1%)	6,414,150	1.6%	6,589,249	2.7%
2018							
City of Stratford (43.21%)	2,785,085						
Town of St. Marys (8.74%)	563,334						
County of Perth (48.05%)	3,097,046						
2019							
City of Stratford (42.27%)		2,667,851					
Town of St. Marys (8.53%)		538,367					
County of Perth (49.20%)		3,105,234					
2020							
City of Stratford (42.27%)				2,711,261			
Town of St. Marys (8.53%)				547,127			
County of Perth (49.20%)				3,155,762			
2021							
City of Stratford (42.27%)						2,785,276	
Town of St. Marys (8.53%)						562,063	
County of Perth (49.20%)						3,241,911	