

MINUTES
COMMITTEE OF THE WHOLE

March 27, 2003

A meeting was held at the County Building at 9:00 a.m. on the above date.

Present: Chair R. Brown, Warden Todd Case. Members: Wm. Bilton, M. Bradley, P. Davidson, J. Dedecker, J. Foubister, K. Hart, C. Ivey, C. Jamieson, D. Kirkland, A. Khan, J. Kowalyshyn, D. McGugan, R. O'Hara, A. Pole and A. Syer. Also Mr. J. Innes, Corporate Manager, Financial Services/Treasurer; Mr. C. Doyle, Corporate Manager, Human Resources Services; Ms. C. Thayer, General Manager, Community Services; Mr. J. Kutuba, General Manager, Infrastructure and Development Services; Mr. K. Dick, General Manager, Social and Health Services; Mr. R. G. Van Horne, C.A.O./General Manager, Corporate Services and Ms. L. Ross Corporate Manager, Legal Services/Clerk.

Absent: None.

Delegation

Mr. Don Williams spoke to the Committee regarding a development project for Lambton Meadowview Villa.

HUMAN RESOURCES

Part B, Item 6 – Corporate Manager's Report

- (A) #1: Ivey/Jamieson: That the Corporate Manager's Report as set out in Part A and Part B be
(F) accepted as presented. Carried.

FINANCIAL SERVICES

Part A, Item 1 – Municipal Tax Equity Consultants (M.T.E.) and Ontario Power General (O.P.G) Assessment Appeal

- (A) #2: Dedecker/Foubister: That staff be directed to retain the services of Municipal Tax Equity
(F) Consultants (M.T.E.) to file a "protective appeal" relating to the Ontario Power Generation's properties in St. Clair Township on behalf of the County. Carried.

Part B, Item 5 – Corporate Manager's Report

- (A) #3: Khan McGugan: That the Corporate Manager's Report as set out in Part A and Part B be
(F) accepted as presented. Carried.

Part C, Items 1, 2 and 3 – 2003 Budget Overviews for the General Government Department, Finance Department and Council Grants Department

Items have been deferred to the 2003 Budget Session.

Part C, Item 4 – Correspondence 3-18-03 – Resolution from the Township of Warwick Relating to the Way in which Municipal Property Assessment Corporation Determines the Assessed Value of Properties

3-18-03 A copy of a letter from the Township of Warwick to Municipal Property Assessment Corporation, dated February 17, 2003, requesting endorsement of its resolution to request the Province of Ontario to intervene and investigate the impact of changes caused by M.P.A.C. to the Municipalities and ratepayers of Ontario, that the methodology be reviewed to ascertain that all assessments, specifically rural, are being completed in a fair and accurate manner and that M.P.A.C. provide adequate resources to address municipal ratepayers' enquiries in a prompt and proper manner.

#4: Davidson/Dedecker: That the resolution from the Township of Warwick be endorsed.

Defeated.

PROVINCIAL OFFENCES ADMINISTRATION

Part B, Item 6 – Corporate Manager's Report

- (A) #5: Dedecker/Khan: That the Corporate Manager's Report as set out in Part A and Part B be
(F) accepted as presented. Carried.

Part C, Item 1 – 2003 Budget Overview for Provincial Offences Administration

This item has been referred to the 2003 Budget Session.

COMMITTEE CORRESPONDENCE

3-4-03 A letter from the Town of Northeastern Manitoulin and the Islands, dated January 21, 2003, requesting endorsement of its resolution to advise the Minister of Transportation that it is opposed to the provision of funding to the United States Army Corps Engineers (USACE) to conduct a feasibility study to widen and deepen the St. Lawrence Seaway and any further deepening of the St. Lawrence Seaway that would adversely affect the water levels of Lakes Huron and Michigan and that consideration of the review of the St. Lawrence Seaway be referred to the International Joint Commission.

- (A) #6: Davidson/Ivey: That we endorse the resolution from the Town of Northeastern Manitoulin and the Islands to advise the Minister of Transportation that it is opposed to the provision of funding to the United States Army Corps Engineers (USACE) to conduct a feasibility study to widen and deepen the St. Lawrence Seaway and any further deepening of the St. Lawrence Seaway that would adversely affect the water levels of Lakes Huron and Michigan and that consideration of the review of the St. Lawrence Seaway be referred to the International Joint Commission. Carried.

2003 Budget Overview – Legal Services/Clerk’s Department and Administration Department

These items have been referred to the 2003 Budget Session.

Memorandum dated March 10, 2003 Regarding the Tourism Funding Agreement

This item has been referred to the 2003 Budget Session.

OTHER BUSINESS

A sign up sheet for the Federation of Municipalities (F.C.M.) Conference, to be held May 30 to June 2, 2003, was circulated for those Councillors wishing to attend.

A sign up sheet was also circulated to Councillors for the Association of Municipalities of Ontario (A.M.O.) Conference, to be held August 17 to 20, 2003.

It was noted that the Ausable Bayfield Conservation Authority 2001 – 2002 Annual Report was available at the centre table for those wishing to review it.

Adjournment

The Chair declared the meeting adjourned.

Time: 9:30 a.m.

Rod Brown
Chair

Linda Ross
Secretary

HUMAN RESOURCES SERVICES
CORPORATE MANAGER'S REPORT

March 5, 2003

PART A **Follow-up from Previous Month**

1. None.

PART B **Monthly Activities**

1. Accounts

Nothing to report.

2. Labour Relations

We have received notification from ONA to bargain for all the Long Term Care facilities. Tentative dates have been set for May and June 2003 and I will keep you informed as to the status as we approach these dates.

3. Legislative Updates

Nothing to report.

4. Other Human Resource Items

Human Resources staff have started the review/appeal process for the Internal Equity Program approved by County Council in 2001. We continue to retain the services of Associum Consultants from Toronto (original contract consultants) to assist the HR group as we move forward with this review process.

We have renewed our Employee Assistance Program (EAP) with FGI for the 2003 calendar year. Our contract fee is based on the number of employees employed at the County on January 1st of the renewal year.

5. Occupational Health and Safety

Attached is the Safety and Training Co-ordinators' Report for the month of February.

PART B **Monthly Activities (continued)**

6. Corporate Manager's Report

Recommendation

That the Corporation Manager's Report as set out in Part A and Part B be accepted as presented.

PART C **Other Matters Requiring a Motion**

1. See attached Human Resources Department 2003 Budget Overview.

Recommendation:

That the Committee recommend to County Council that it accept the draft 2003 Operating Budget for the Human Resources Department as presented.

cc: R. Van Horne, C.A.O./General Manager, Corporate Services
 H.R. Team

HUMAN RESOURCES DEPARTMENT
2003 BUDGET OVERVIEW

1. **GENERAL STATEMENT:**

Human Resources provides professional, comprehensive expertise on a wide variety of human resource functions to all County departments to promote best practices and ensure legislative compliance. This includes assisting managers with recruitment and selection of high caliber candidates, conducting new employee orientation, and liaising with managers for the assessment and provision of training needs to meet organization and individual development needs. Human Resources facilitates negotiations of the collective agreements with the County's unions and interprets/provides consultation services on Labour Management issues.

Human Resources staff complete research and make recommendations to the County regarding organizational design, policies and procedures affecting all employees, evaluates compensation programmes considering gender, internal, and external equity, as well as maintains and administers the Benefits programme for the County.

The Health and Safety Coordinator within the Human Resources department supports the County's strong commitment to a healthy and safe work environment.

These responsibilities translate into the following specific internal consultation services:

- Recruitment and Selection
- Orientation
- Training and Development
- Compensation and Benefits Administration
- Health and Safety Compliance
- Labour Relations including Negotiations, Mediation and Dispute Resolution
- Employment Legislation

2. **SUMMARY OF CHANGES & REASONS WHY:**

- Consolidation of Training and Development Coordinator's position funding
- Transfer from Community Services reserves for internal equity review costs
- Add wage recovery from Benefits Plan savings

3. a) **NET IMPACT ON THE CORPORATION'S TOTAL BUDGET:**

Total Budget for 2003 - \$876,577

b) **PROGRAMME IMPACT:**

Human Resources provides expertise on all aspects of employment and labour relations. The department deals with nine (9) bargaining units and the non-union association on a frequent basis on employment related questions both from employees and the management groups. Other departmental functions are compensation and benefits administration, Health and Safety, and all aspects of Performance Management. The funds for 2003 are required to consolidate Corporate Training and Development, implementation of HRIS and numerous other programs to assist management and employees in filling the Mission, Vision and Values of the County through our services.

4. **OPTIONS LIST:**

None.

5. **FTE for 2003:**

Permanent	7.0 FTEs	(Program Manager, HR Advisors (2), Corporate Training and Development Officer, Health and Safety Officer, Confidential Secretary and Benefits Officer)
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6. **RECOMMENDATIONS:**

That the Committee recommend to Council that it accepts the draft 2003 Operating Budget for the Human Resources Department as presented.

FINANCE DEPARTMENT
CORPORATE MANAGER, FINANCIAL SERVICES/
TREASURER'S REPORT

March 5, 2003

PART A **Follow-up from Previous Month(s)**

1. **MTE and OPG Assessment Appeal**

In last month's Report staff advised you of a letter from the Township of St. Clair indicating that the Township is seeking a cost sharing arrangement with the County in regards to its defense of an assessment appeal by O.P.G. At that time, Councillor Dedecker rose and indicated that his municipality had been informed that O.P.G. had dropped its appeal.

Attached are two (2) further letters related to this matter. The first is from St. Clair Township to M.T.E. indicating that it would not be filing a "protective appeal". The second is a briefing note from David Powell, Chairman of M.T.E. indicating why he believes it would be in the best interests of the County to step in and file a "protective appeal" itself.

Recommendation

That staff be directed to retain the services of M.T.E. to file a "protective appeal" relating to O.P.G. properties in St. Clair Township on behalf of the County.

PART B **Monthly Activities**

1. **Monthly Accounts**

Monthly Accounts for Corporate Services are presented in the amount of \$1,800,736.73 (see attached). With regards to their content, please be advised that:

- | | | |
|----|--|------|
| a) | Are there any items significantly over Budget? | No. |
| b) | Are there any items that were not in the Budget? | No. |
| c) | Were all items purchased in accordance with County Policy? | Yes. |
| d) | Are there any items significantly under Budget? | No. |

2. Attached is Howard Lucas' monthly report on purchasing activities.

3. Attached are three Bulletins relating to the 2003 Federal Budget. The first is from M.F.O.A. The second is from the F.C.M. and the third was issued by A.M.O.

PART B **Monthly Activities (continued)**

4. Attached is a Discussion Paper from M.T.E. describing how Regulation 419/02 impacts the maintenance of a municipality's Frozen Tax Listing.

5. Corporate Manager's Report

Recommendation

That the Corporate Manager, Financial Services/Treasurer's Report as set out in Part A and Part B be accepted as presented.

PART C **Other Matters Requiring a Motion**

1. Attached is the 2003 Budget Overview for the General Government Department.

Recommendation:

That the Committee recommend to Council that it approve the 2003 Operating and Capital Budget for the General Government Department as presented.

2. Attached is the 2003 Budget Overview for the Finance Department.

Recommendation:

That the Committee recommend to Council that it approve the 2003 Operating and Capital Budget for the Finance Department as presented.

3. Attached is the 2003 Budget Overview for the Council Grants Department.

Recommendation:

That the Committee recommend to Council that it approve the 2003 Operating Budget for the Council Grants Department as presented.

4. 3-18-03 Attached is a Resolution received from the Township of Warwick relating to the way in which M.P.A.C. determines the assessed value of properties.

Recommendation

That the Resolution from Warwick be endorsed.

GENERAL GOVERNMENT DEPARTMENT
2003 BUDGET

1. **GENERAL STATEMENT:**

General Government covers all aspects related to the operation and activities of County Council and its members.

2. **SUMMARY OF CHANGES & REASONS WHY:**

There are essentially two (2) changes for 2002. First is the addition of \$22,000 in funding for a Warden's "Communication Budget". The second relates to Purchased Services. Although actual costs incurred have not changed, budgeted costs have been increased by \$75,000 to reflect the full cost of Municipal Tax Equity's (M.T.E.) services (in 2002, this cost was offset by funding from Reserves).

3. a) **NET IMPACT ON THE CORPORATION'S TOTAL BUDGET:**

Funding from tax base needs to be increased by \$107,325. The additional \$10,325 relates to normal variations in yearly revenues/expenditures.

b) **PROGRAMME IMPACT:**

No change.

4. **OPTIONS LIST:**

Eliminate additional/new expenditures. The Warden's Communication Budget initiative is consistent with the goals of the Corporation's new Strategic Plan; therefore its elimination would be contrary to its requirements.

Elimination of or a reduction of fees paid to (and hence service levels from) M.T.E. would have an equal impact on the County's constituent municipalities and the Corporation itself. This is because M.T.E. provides expertise necessary to perform property tax administration and billings that does not currently exist in any of our organizations.

5. **RECOMMENDATIONS:**

That the Committee recommend to Council that it approve the 2003 Budget for the General Government Department as presented.

FINANCE DEPARTMENT
2003 BUDGET OVERVIEW

1. **GENERAL STATEMENT:**

The Finance Department keeps the Corporation's financial records, performs its banking activities, and monitors the activity of other departments to ensure that the County's financial policies are followed. It is the primary liaison with the Corporation's external auditors as well as federal and provincial tax authorities, and is the lead use department of the Corporation's general ledger, accounts payable, cash receipting, payroll, purchasing and inventory control computer systems.

The Department supplies accounting expertise and services to other public agencies such as the Sarnia-Lambton Council for Economic Renewal, and the area Boards responsible for O.P.P. police services and water distribution. Staff coordinates all the Corporation's purchasing activities from inventory control, through the issuance of purchase orders as well as tenders and request for costing.

The Finance Department is also responsible for the Administration Building reception staff, and the Corporation's payroll. Payroll staff coordinate and process direct deposits for 1,100 employees on a biweekly basis, the remittance of amounts withheld and the issuance of Records of Employment and T4s among other activities.

Although not located at the Administration Building in Wyoming, the County's Provincial Offences Administration (POA) also reports to the Corporate Manager, Financial Services.

2. **SUMMARY OF CHANGES & REASONS WHY:**

There are two significant changes incorporated into this year's budget. The first is that each department in the Corporate Services Division now has its own discrete budget and set of accounts. This dis-aggregation was performed in order to allow individual Corporate Managers to have greater control and full responsibility for the finances of their specific departments. Therefore, while the 2002 "actual" values reflect the activity of the entire Division, the 2003 Budget values are for the Finance Department alone.

The second change relates to the Department's authorized staffing complement. The proposed budget allows for the creation of a new position (Grants Officer) and the re-conversion of a part-time contract position back to a permanent part-time position. This part-time position (a data-processing clerk) was changed from permanent to contract 2 years ago in anticipation that the then new VADIM system would require less input by Finance Department staff. This has not turned out to be the case, and the need for this position on a permanent basis has not disappeared. In fact, with the deployment of the VADIM payroll system, this need has actually increased.

The second new position is that of a Grants Officer. The incumbent would assume responsibility for identifying non-tax sources of revenue, co-ordinating the preparation of “business plans” (now required to access Provincial and Federal grants) while maintaining effective liaisons with governmental and private sector “partners” on behalf of both the County and its constituent municipalities. The need for this position was identified during the restructuring of the Finance Department, but deferred to 2003 as a “second phase” implementation.

3. **a) NET IMPACT ON THE CORPORATION’S TOTAL BUDGET:**

The Departments 2002 Budget included the costs associated with the part-time data-processing position. There is therefore no impact on the 2003 budget from converting it from a contract to a permanent position. The additional cost of the Grants officer for 2003 is projected to be \$35,000±, including benefits. Approximately \$10,000 of this cost will be offset, when compared to 2002, by the elimination of a second contract position at mid-year. All other changes represent normal year-to-year variations or COLI costs.

b) **PROGRAMME IMPACT:**

Administration of the Corporation’s financial affairs is becoming increasingly complex with each new year. The VADIM payroll system captures significantly more data than its predecessor. Finance must now not only complete Financial Return (FR) and a Financial Information Return (FIR) using the new PSAAB accounting rules, it must also track, analyze and report on Performance Measures (MPs). Technology is not reducing the quantity of work required to maintain the financial records of a municipality, but instead demands additional attention with the reward of data of significantly higher quality.

In other words, the allocations in the Finance Department’s proposed 2003 Operating, including the implementation of the Grants Officer position are necessary to maintain services at existing levels and to allow for the continued identification of alternate non-tax funding sources.

4. **OPTIONS LIST:**

Eliminate the proposed Grants Officer position. This would reduce funding requirements from the tax base, but would also minimize the opportunity to identify alternative revenue sources. All other increases are required to maintain existing services and responsibilities.

5. **FTE for 2003**

Permanent 17.5 (including proposed Grants Officer)
Contract .5 (to be eliminated by June 30, 2003)

6. **RECOMMENDATION:**

That the Committee recommend to Council that it accept the draft 2003 Operating Budget for the Finance Department as presented.

COUNTY GRANTS – OPERATING DEPARTMENT

2003 BUDGET OVERVIEW

1. **GENERAL STATEMENT:**

Under the Municipal Act, Council has the authority and ability to make grants to organizations as it so desires. This department is used to track grants made outside and apart from those the Corporation is mandated to provide under Provincial legislation (e.g. grants provided under specific programs administered by the Social & Health Services Division).

2. **SUMMARY OF CHANGES & REASONS WHY:**

I) The significant changes in requested funding from 2002 included in the draft budget are as follows:

- a) \$225,000 increase in funding for Economic Development activities (NOTE: \$25,000 is the annual escalation stipulated in the Corporation's funding agreement).
- b) \$50,000 in funding to Lambton College. This represents the first of four (4) annual installments approved by Council in 2002.
- c) \$25,000 increase in funding for the St. Clair Parks Commission. For 2002, the Commission's requested funding was also \$200,000, but was reduced to \$175,000 during budget deliberations.
- d) \$10,775 increase to City of Sarnia for land use planning activities. This represents the required escalation under the Corporation's funding agreement.

II) Additional funding requests not included in the draft budget are:

- a) Beattie Haven Retirement Community (see attached). No specific amount is mentioned in the correspondence, although the Resolution to refer this request to budget suggests a "one-time grant of \$3,500".
- b) Watford Community Improvements Inc. (see attached) has requested a "contribution" of \$20,000 - \$30,000 towards the expansion of the medical centre located in the Village of Watford.

3. a) **NET IMPACT ON THE CORPORATION'S TOTAL BUDGET:**

Should all grant requests included in the draft departmental budget be approved, the funding requirement from the tax base will need to be increased by \$315,977. If the additional grants not currently budgeted are approved, this increase could become as much as \$349,497.

b) PROGRAMME IMPACT:

None.

4. **OPTIONS LIST:**

Any elimination or reduction in the number or value of grants being offered will result in a direct and equal reduction in the funding required from the Corporation's Tax Base, and hence its Tax rate.

5. **FTE for 2003**

None.

6. **RECOMMENDATIONS:**

That the Committee determine which grants it believes the Corporation should offer during 2003 and make its recommendation to Council accordingly.

PART B **Monthly Activities (continued)**

3. Mrs. Blum, who is the lead for the West Region, attended a M.C.M.A. two-day education committee meeting in Toronto on January 16th - 17th. The committee is preparing training sessions for P.O.A. staff according to the priorities as established by the Association membership (the lead for each Region had previously sent surveys to the other sites in their Region). The Education Committee members reviewed the completed surveys, prioritized the requests and will be scheduling training sessions over the next year accordingly. The committee is to meet again on April 3rd - 4th in order to finalize a presentation to the Association's upcoming convention in Ottawa on May 8th - 9th.
4. Leah Klompstra attended a Trial Co-ordinators' meeting held January 16th, 2003 in London. His Worship Ponton indicated that the West Region is "one of the busiest Regions with over 400,000 provincial offences notices issued yearly".

Miss Klompstra was advised about a new procedure for pre-trials, resolutions and pre-trial confirmation hearings that is scheduled to commence April 1st. This will see one extra day per month (the second Wednesday) assigned for pre-trials for Part 3 offences. Confirmation Hearings are to be scheduled thirty days before the trial date. This will mean that if both parties are not ready or a plea is negotiated lengthy trials can be avoided and court time opened for other matters.

New reporting protocols were also discussed as Trial Co-ordinators must send monthly statistics to His Worship to identify the amount of sitting time open, the average time to trial, and any delays in trials of between 6-12 months to avoid losing jurisdiction on the case.

5. Corporate Manager's Report

Recommendation

That the Corporate Manager, Financial Services/Treasurer's Report as set out in Part A and Part B be accepted as presented.

PART C **Other Matters Requiring a Motion**

1. Attached is the 2003 Budget Overview for Provincial Offences Administration.

PART C **Other Matters Requiring a Motion**

Recommendation

That the Committee recommend to Council that it accept the draft 2003 Operating Budget for the Provincial Offences Administration Department as presented.

PROVINCIAL OFFENCES ADMINISTRATION DEPARTMENT
2003 BUDGET OVERVIEW

1. **GENERAL STATEMENT:**

The County's Provincial Offences Administration (POA) reports to the Corporate Manager, Financial Services/Treasurer. POA staff administers the County's court services, and is responsible for setting trials, recording court proceedings, generating transcripts and receiving fine payments resulting from charges laid by the various police forces operating within the County.

2. **SUMMARY OF CHANGES & REASONS WHY:**

There are two (2) main changes to the Department's 2003 Budget. The Collections Clerk position has been shifted from contract to permanent status and by year's end is expected to have changed from 0.8 FTE to a 1.0 FTE. This additional day each week will be used to provide collection services to other divisions/departments on a cost recovery basis.

The second change relates to projected revenues. Fine revenues relating to environmental charges have been reduced to \$350,000. Minor adjustments were also made to other revenue streams and expenses to reflect 2002 actuals.

3. a) **NET IMPACT ON THE CORPORATION'S TOTAL BUDGET:**

Offset revenues from the program are predicted to be \$430,937 *less* than budgeted in 2002 (although this still represents a \$197,359 *INCREASE* from the *actual* 2002 contribution). There will be no impact from the increased costs associated with the Collections Clerk, as increased revenues will offset them.

b) **PROGRAMME IMPACT:**

Program continued to be self-financing with a surplus (excess revenues not required to fund operations) available to fund other programs.

4. **OPTIONS LIST:**

Eliminate or reduce the use of the Collections Clerk. This change would not create any savings as these activities would then be replaced by an outside collection agency at increased costs.

5. **FTE for 2003:**

Permanent	4.6
Contract	0.0
Total	4.6

6. **RECOMMENDATIONS:**

That the Committee recommend to Council that it accept the draft 2003 Operating Budget for the Provincial Offences Administration Department as presented.

LEGAL SERVICES/CLERK'S DEPARTMENT
2003 BUDGET OVERVIEW

1. **GENERAL STATEMENT:**

This department of the Corporate Services Division provides the various Corporate departments with legal opinions and advice, preparation of legal contracts and other documents, purchase, sale and leasing of lands, and any other legal services required.

In addition, the department performs the role of County Clerk, Freedom of Information and Privacy Coordinator, Manager of insurance coverage and claims, and Provincial Offences Prosecution.

2. **SUMMARY OF CHANGES AND REASONS WHY:**

The level of demand for outside legal services is unclear at this time. At the same time, the demand for inside services is increasing. Both factors are reflected in the 2003 budget.

3. **NET IMPACT ON TOTAL BUDGET:**

Due to both the potential change in demand from outside sources, as well as the internal changes, coupled with an increase in the costs as a result of COLA and OMERS increases, the total impact on the total budget is an increase of \$58,000.00.

4. **OPTIONS:**

Increase Wage Recovery Objective.

Demand for legal services is determined by third parties over which the Department has no control. As well, projects such as creation of records retention system through the Clerk's office in 2003 will have a significant impact on the availability of resources.

5. **FTE for 003**

2.2

6. **RECOMMENDATIONS:**

That Council approve the 2003 budget for Legal Services/Clerk's Department as presented.

ADMINISTRATION DEPARTMENT
2003 BUDGET OVERVIEW

1. **GENERAL STATEMENT:**

The Administration Department provides support to the Chief Administrative Officer (C.A.O.), who is responsible for the overall administration and operation of the County of Lambton. The C.A.O. provides a leadership role by developing, implementing and monitoring the County's strategic planning, operations and departmental/management performance policies and systems, initiating appropriate changes, and ensuring efficient departmental resource utilization and high level of management performance. The C.A.O. also interprets and administers Council policies and decisions and provides a communications network amongst Council, Managers and staff at all levels. Media relations and internal and external communications are coordinated through the Administration Department.

2. **SUMMARY OF CHANGES & REASONS WHY:**

This budget incorporates two (2) specific one-time programs. The first relates to economic development while the second recognizes the need to "up front" the costs associated with the County hosting the 2003 ACRO conference. Other changes are confined to wage, salary and benefits costs that have been increased to reflect the impact of COLI and the resumption of OMERS contributions.

3. a) **NET IMPACT ON THE CORPORATION'S TOTAL BUDGET:**

It is expected that the additional cost associated with the economic development project will be recovered, with the result that there is no impact on the Corporation's 2003 Property Tax Rates. While \$50,000 has been allocated towards funding the ACRO conference "up-front costs", it is anticipated that some or all of this investment can be recovered.

b) **PROGRAMME IMPACT:**

Services and responsibilities of the Department are unchanged.

4. **OPTIONS LIST:**

A target figure for cost recovery related to the ACRO conference could be added. This has not been done, as there is currently insufficient information available that could be used to establish such a number. All other costs are required to maintain services at current levels.

5. **FTE for 2003**

Permanent	4.0
Contract	0.0
Total	4.0

6. **RECOMMENDATIONS:**

That the Committee recommend to Council that it accept the draft 2003 Operating Budget for the Administration Department as presented.