

Finance & Administration Committee Meeting

Council Chambers
PEMBROKE, Ontario
January 20, 2016
9:10 a.m.

A meeting of the Finance & Administration Committee was held today with Deputy Mayor Gervais presiding and all members in attendance with the exception of Councillor Patricia Lafreniere. Staff members present were Terry Lapierre, Chief Administrative Officer/Clerk; LeeAnn McIntyre, Treasurer/Deputy Clerk, Doug Sitland, Manager of Operations; Colleen Sauriol, Manager of Planning & Building; Ron Conroy, Manager of Recreation, Culture & Tourism; Dan Herback, Fire Chief; Diane Schofield, Deputy Treasurer and Brandy Out, Capital Assets Accounting Clerk. Also in attendance was Heather Sutherland, PBIA Manager and Margaret Mau, Pembroke Public Library CEO. Councillor Lafreniere arrived late morning.

ITEM #1: Approval of Agenda

MOTION: Moved by Councillor Plummer
Seconded by Councillor Scott
THAT the agenda of the Finance & Administration Committee meeting of January 20, 2016 be accepted as circulated.

CARRIED

ITEM #2: PBIA Budget and Rates

Heather Sutherland, PBIA Manager, presented the PBIA budget to the Committee. The Treasurer/Deputy Clerk advised that the levy amount, an amount added to the tax bill of downtown businesses/building owners, has yet to be determined but advised that there will be at least an 8% increase due to a 3% reduction in assessment and a 5% levy increase.

ITEM #3: Motion to go into Caucus

MOTION: Moved by Councillor McCann
Seconded by Councillor Plummer
THAT Council move into a closed meeting to discuss personal matters of an identifiable individual.

CARRIED

ITEM #4: Return to Open Session and Report on Caucus Session

The Chair advised that there was nothing to report from the session

ITEM #5: Pembroke Public Library

Margaret Mau, Pembroke Public Library CEO presented the Library budget to the Committee.

ITEM #6: Assessment Growth Report

The Treasurer/Deputy Clerk provided a spreadsheet to explain how the tax roll changed during 2015 resulting in increased revenue of \$60,000 at the start of 2016 as this was not included in 2015 budget.

ITEM #7: Tax Ratio Analysis

The Treasurer/Deputy Clerk provided and reviewed spreadsheet explaining potential tax ratios to generate 2016 tax rates for Council to make an educated decision.

ITEM #8: Rate Impact Review

The Treasurer/Deputy Clerk provided and reviewed a Tax/Water & Sewer Bill Comparison hand-out with Committee members, which reflected a \$25 increase in Garbage Collection/Disposal Fee, a 6% increase in Sewer Rates, a 4% increase in Water Rates, and various Levy increase scenarios.

ITEM #9: Fire Station Report

The CAO/Clerk presented a financial report on how to fund new Fire Hall.

MOTION: Moved by Councillor Scott
Seconded by Councillor Reavie
THAT Council accept Committee Report regarding the Fire Hall dated January 20, 2016.

WITHDRAWN

After a discussion was had, an alternative option was brought forward.

MOTION: Moved by Councillor Plummer
Seconded by Councillor McCann
THAT \$750,000 be taken from the Industrial Land Sales reserve and \$250,000 from the New Development Tax reserve to get the Fire Hall project started and that the remainder be financed through debenture since borrowing rates are low.

| | |
|-------------------|-----|
| Mayor LeMay | Yea |
| Councillor Reavie | Yea |

| | |
|----------------------|-----|
| Councillor Scott | Yea |
| Councillor Plummer | Yea |
| Councillor McCann | Yea |
| Deputy Mayor Gervais | Nea |

MOTION CARRIED 5 TO 1

At this point, Councillor Lafreniere entered the meeting.

ITEM #10: Capital Budget

The Manager of Operations provided a handout and explained his concerns about the Indian River Bridge (Boundary Road) and the need for immediate repairs.

The Treasurer/Deputy Clerk then presented Draft 2 of the 2016 Capital Budget. She went through each line item change from Draft 1, which reflected recommendations made by Committee on the first day of budget discussions, as well as additional adjustments suggested by staff. Of significant impact was the addition of Agnes Street back onto the list, which the Manager of Operations then addressed with Committee.

MOTION: Moved by Councillor Plummer
 Seconded by Councillor McCann
 THAT Contingency under the Finance budget (01-013) be increased by \$70,000 to \$100,000.

CARRIED

Following a break in the meeting, the Treasurer/Deputy Clerk distributed Draft 3 of the Capital Budget, which included morning budget changes of adjusting the financing of the new Fire Hall and adding \$40,000 for Indian River Bridge Concrete repairs.

MOTION: Moved by Councillor Plummer
 Seconded by Councillor Reavie
 THAT \$75,000 to set aside to establish a new reserve for Hoffman Lane, reducing the transfer to water filtration plant reserve by \$75,000.

| | |
|-----------------------|-----|
| Mayor LeMay | Yea |
| Councillor Reavie | Yea |
| Councillor Scott | Yea |
| Councillor Plummer | Yea |
| Councillor Lafreniere | Yea |
| Councillor McCann | Yea |
| Deputy Mayor Gervais | Nea |

MOTION CARRIED 6 TO 1

MOTION: Moved by Councillor Plummer
Seconded by Mayor LeMay
THAT the Treasurer/Deputy Clerk's calculation of a 0% levy increase, combined water and sewer increase of 5.12%, and a garbage collection and disposal increase of \$25.00 per household be accepted.

| | |
|-----------------------|-----|
| Mayor LeMay | Yea |
| Councillor Reavie | Yea |
| Councillor Scott | Yea |
| Councillor Plummer | Yea |
| Councillor Lafreniere | Yea |
| Councillor McCann | Yea |
| Deputy Mayor Gervais | Yea |

MOTION CARRIED 7 TO 0

ITEM #11: Motion to Adjourn

MOTION: Moved by Councillor Plummer
Seconded by Councillor Lafreniere
THAT meeting be adjourned at 12:44pm.

CARRIED