

Finance & Administration Committee Meeting

Council Chambers
Pembroke, Ontario
January 24, 2020
9:04 a.m.

1. Call to Order

Present:

Councillor Jacyno, Vice Chair
Mayor LeMay
Deputy Mayor Gervais
Councillor Lafreniere
Councillor Reavie
Councillor Abdallah

Regrets:

Councillor Plummer

Also Present

Terry Lapierre, Chief Administrative Officer/Clerk
Angela Lochtie, Treasurer/Deputy Clerk
LeeAnn McIntyre, Former Treasurer/Deputy Clerk
Brian Lewis, Manager of Operations
Ron Conroy, Manager of Parks and Recreation
Dan Herback, Fire Chief
Diane Schofield, Deputy Treasurer
Ashley Perrier, Administrative Accounting Clerk
Bethea Summers, PBIA Representative
Karthi Rajamani, Pembroke Public Library

The Chair called the meeting to order at 9:04 a.m.

1. Review of Pembroke Business Improvement Area (PBIA Budget)

Ms. McIntyre provided a Levy calculation handout for Council members. Ms. Summers presented the 2020 PBIA budget. A discussion was held and the following items were noted:

- PBIA levy has increased by \$5,094, from \$191,632 to \$196,726, or 2.69%.
- A property assessed at \$200,000 will pay \$38.36 more than 2019.

At this point Ms. Summers left the meeting.

Motion:

Moved by Councillor Abdallah

Seconded by Councillor Reavie

That the Pembroke Business Improvement Area's 2020 Budget be adopted as presented.

Carried

2. Review Pembroke Public Library Budget

Karthi Rajamani provided a handout with statistical information and then discussed the past performance of the Library and the 2020 budget figures. A discussion was held and the following items were noted:

- Laurentian Valley declined their contribution portion of \$7,000 for Capital projects.

At this point Ms. Rajamani left the meeting.

Motion:

Moved by Deputy Mayor Gervais

Seconded by Councillor Abdallah

That the Pembroke Public Library's 2020 Budget be adopted as presented.

Carried

3. Review of 2020 Operating Budget Summary Changes

Ms. McIntyre provided a revised 2020 operating budget summary and reviewed the changes that were made by the Committee at the January 22, 2020 meeting.

A discussion was held:

- Ms. McIntyre suggested reducing the Operating & Maintenance deficit to zero, by reducing the Keeping Pembroke Beautiful budget by \$5,350 to last year's amount of \$8,500 and reducing the Special Events Production budget by \$17,500.
- Mr. Lapierre suggested keeping the Keeping Pembroke Beautiful budget intact but revisiting the budget for the Windrow program. With only two winter months in 2020 for which this budget would apply, this budget could be reduced instead.

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Reavie

That the Special Events budget be reduced from \$43,000 to \$25,500 and the Snow Removal Contract budget be reduced by \$6,146 to \$23,854.

Yea: Mayor LeMay, Councillor Reavie, Councillor Lafreniere,

Councillor Jacyno, Deputy Mayor Gervais

Nays: Councillor Abdallah

Carried

4. Review of Tax Ratio Analysis

Ms. McIntyre provided a Tax scenarios handout based on the motion from the previous meeting to adopt the same ratios as 2019 and reviewed the Tax/Water/Sewer impact.

5. Review of 2020 Capital Budget Draft #2

Ms. McIntyre provided Committee with a 2020 Capital Budget Draft #2, advising that the Draft #1 version they received in their budget packages was re-visited by staff after the previous meeting, and highlighted these changes during a line-by-line Capital budget review. The following items were adjustments made by staff to the Buildings/Facilities section of General Capital:

- Kiwanis Fieldhouse Water Infiltration Remediation reduced from \$150,000 to \$75,000 balance forward only.
- The Kinsmen Pool/Aquatics Facility reduced the \$180,000 budget to \$158,000 with the \$22,000 of balance forward funding moved to cover the taxation requirement for the Kinsmen Pool – Boiler Replacement.
- PACC Parking Lot Design deferred and the \$30,000 balance forward applied to PACC LED Surface Lighting.
- Added PMC East Entrance Roofing Repairs of \$140,000.
- PMC Upper Level Siding & Lower Level Roofing of \$280,000 deferred.
- PMC Upper Entrance Lobby Flooring of \$15,000 deferred.
- Operations Garage Hoist of \$60,000 deferred.
- Southfork Storage Site Decommissioning of \$30,000 deferred.
- These changes reflected a \$372,000 reduction in taxation requirement.

The following items were noted from the Roads & Bridges section of General Capital:

- Nelson Street Phase 1 Construction Maple Avenue to Cecelia Street – reduced from \$1,943,591 to \$ 118,436 balance forward only.
- Federal Gas Tax Funding from Nelson Street of \$500,000 moved to Boundary Road and Storm Sewer.
- Isabella Street Design of \$170,000 deferred.
- Muskrat River Dam – Removal - increase of \$231,000 to \$591,000 based on tender information.
- Reduction in the Sewer fund of \$874,616 due to the deferral of Nelson Street project.
- Reduction in the Water fund of \$408,154 due to the deferral of Nelson Street project.
- These changes reflected a \$429,221 reduction in taxation requirement.

The following item was noted in the Parks section of General Capital:

- Skate Park Lighting of \$20,000 deferred.
- These changes reflected a \$20,000 reduction in taxation requirement.

The following items were noted in Sewer Capital:

- Crandall Street LS Effluent Retrieval System (Future Grinder) of \$250,000 deferred.
- Forced Road Storm Sewer – Design Only – Reduced from \$300,000 to \$50,000 balance forward only.
- Manhole Relining of \$20,000 deferred.

- PPC Plant Reserve funding of \$82,545 added to PCC- Admin Building Roof – Design.
- PCC Effluent Weir Rehab or Replace of \$50,000 deferred.
- PCC Rotating Scum Trough Replacements of \$80,000 deferred.
- General Capital Reserve funding of \$338,674 added to Townline Forcemain (Contingent on ICIP Green Stream Grant); based on actual grant submission.
- These changes reflected a \$732,545 reduction in Sewer fund requirements.

The following item was noted in Water Capital:

- HP Concrete WM Valve Replacement Phase 1 – Reduced from \$125,000 to \$95,589.
- These changes reflected a \$29,411 reduction in Water fund requirements.

Motion:

Moved by Deputy Mayor Gervais

Seconded by Councillor Lafreniere

That Council Chambers Replace Furniture of \$35,000 be removed from the 2020 Budget.

Carried

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Reavie

That LED Street Lighting Downtown (Phase 3 of 4) of \$134,451 be removed from the 2020 Budget.

Defeated

Motion:

Moved by Deputy Mayor Gervais

Seconded by Councillor Lafreniere

That Boundary Road – Road and Storm Sewer 2 of 3 be reduced to \$225,390 requiring \$160,000 to be financed from the General Capital Reserve.

Carried

Motion:

Moved by Councillor Abdallah

Seconded by Councillor Lafreniere

That the Muskrat River Dam Removal of \$419,236 be removed from the 2020 Budget.

Defeated

Following a short break, Ms. McIntyre provided the Committee with a revised 2020 capital budget reflecting the changes made by motions as well as the following additional changes made by staff:

- Tree Dump Replacement Study reduced from \$50,000 to \$30,000.
- Increase in Federal Gas Tax funding of Foster Fraser Bridge Bennett Street Rehabilitation by \$78,500.

- Miller Street – Phase 2 (Dominion to Munro) of \$421,500 to be funded by Federal Gas Tax.
- With the changes completed it now leaves a capital budget shortfall of \$249,632.

Motion:

Moved by Councillor Abdallah

Seconded by Councillor Reavie

That the levy be increased to the percentage required to raise \$249,632 to offset the capital deficit.

Carried

Motion:

Moved by Deputy Mayor Gervais

Seconded by Councillor Reavie

That the 2020 Capital Budget Draft #2 be adopted as amended.

Carried

6. Adjournment

Motion:

Moved by Councillor Reavie

Seconded by Councillor Abdallah

That the January 24, 2020 meeting of the Finance & Administration Committee adjourn at 12:47 p.m.

Carried