

# Finance & Administration Committee Meeting

Council Chambers  
Pembroke, Ontario  
January 24, 2019  
9:02 a.m.

## 1. Call to Order

### Present:

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

### Also Present

Terry Lapierre, Chief Administrative Officer/Clerk  
LeeAnn McIntyre, Treasurer/Deputy Clerk  
Brian Lewis, Manager of Operations  
Colleen Sauriol, Manager of Planning & Building  
Ron Conroy, Manager of Parks and Recreation  
Dan Herback, Fire Chief  
Diane Schofield, Deputy Treasurer  
Ashley Perrier, Administrative Accounting Clerk

The Chair called the meeting to order at 9:02 a.m.

## 2. Review of Tax Ratio Handout Revised

Ms. McIntyre started the meeting by revisiting the tax ratios and reviewed the impact of each scenario that was looked at on January 22, 2019.

Ms. McIntyre promoted adopting the "Start Ratio" option to maintain continuity:

- Levy increase of 1.97%
- 0.78% increase to all classes (no burden to any class)
- Commercial ratio is at provincial average

Councillor Plummer entered the meeting.

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Reavie

That the recommendation by Ms. McIntyre to adopt the "Start Ratios" be accepted and approved.

**Carried**

**3. Review of 2019 Operating Budget Summary Changes**

Ms. McIntyre provided a revised summary and reviewed the changes that were made. The following items were noted:

- Taxation – Municipal Property Assessment Corporation changed the class for taxes on the police station to exempt, therefore a reduction of \$75,000.
- Levy increase of 1.97% raises \$400,000.
- Financial – Increased taxation interest revenue by \$200,000 and the purchase of 411 Pembroke Street West funded by transfer from reserves of \$200,000.
- Administration – reduced expenses by \$17,500.
- OPP Policing – reduced by \$50,000 as Police Station not taxable.
- Bylaw Enforcement – removed the \$25,000 transfer to reserves for parking lot improvements.
- Roads - reduced by \$68,500; changes made by Manager of Operations.
- Traffic Control – reduced by \$5,000; removed one traffic controller.
- Parks & Recreation – reduced various expenditures.
- Economic Development - reduced expenses by \$57,400.
- Capital Financing – reduced by \$198,768 which leaves a shortfall of \$344,085 remaining. Ms. McIntyre suggested meeting again on January 30, 2019 after we hear back from the County regarding shared services costing.

The discussion continued:

- Committee is not in favor of removing \$35,000 out of Economic Development for meeting streaming of \$10,000 and for the council chamber sound system of \$25,000; will address at next meeting.

**4. Review of Sewer Fund Summary**

Ms. McIntyre provided a revised Sewer Fund Summary and reviewed the changes that were made. The following items were noted:

- Reduced Capital financing by \$200,000 by removing the \$200,000 transfer to the Pollution Control reserve.

## 5. Review of 2019 Capital Budget Draft #2

Ms. McIntyre provided the 2019 Capital Budget Draft #2 and reviewed the changes that were made. The following items were noted:

- The Kiwanis Fieldhouse Water Infiltration Remediation reduced to \$75,000 from \$150,000.
- The Miscellaneous Shed Roofs (Riverside, Rotary, and Kinsmen) in the amount of \$10,000 deferred.
- The PMC Rooftop Unit, PMC Upper Entrance Lobby Floor and the PMC Upper Level Siding & Lower Level Roofing removed as per motion of last meeting.
- The LED Street Lighting was reduced to \$150,000 from \$245,000 to carry forward with Phase 1 and 2 but Phase 3 will not move forward.
- The Boundary Road & Storm Sewer Stage 2 of 3 was reduced to \$70,928 from \$758,700 to carry forward with design.
- The Traffic Control Lights (advance turn) & the Tree Dump Replacement projects were removed as per motion of last meeting.
- The Nelson Street project was reduced to \$138,000 from \$1,674,673 to complete design.
- The Victoria Street project cost is to be shared with sewer and reserve funds.
- Waterfront Park Improvements to be funded through endorsement funding.
- Mackay Street Culvert Redesigning in the amount of \$84,500 deferred.
- HP Concrete Watermain Valve Replacement Phase 1 reduced to carry forward amount of \$50,000 from \$175,000.
- Melton Street Watermain Replacement (O'Brien to Cooper (Design)) in the amount of \$50,000 deferred.
- River Road Watermain (Park to Deacon) Reduced to \$609,000 from \$980,000 and project will now be phased; Phase 1 to occur in 2019.
- Water Distribution System Pipe Rehabilitation reduced to carry forward amount of \$61,517 from \$75,000.
- Water Purification Plant Windows and Door Replacements of \$50,000 removed.
- Everett Street Paved Shoulder added as per motion of last meeting.

The discussion continued:

- A safety concern was raised about Blakely Crescent and whether a paved shoulder or sidewalk and or combination of both could be done on Blakely Crescent like Everett Street.
- Mr. Lewis responded that unlike Everett Street, Blakely Street is urban standard, therefore that can't be done.

### **Motion:**

Moved by Mayor LeMay

Seconded by Councillor Lafreniere

That discussion of Blakely Street be deferred to next meeting until there is more

information on funding.

**Carried**

**Motion:**

Moved by Councillor Abdallah

Seconded by Councillor Lafreniere

That \$3,500 be allocated for PMC Rooftop Design.

**Carried**

## **6. Review of 2019 Reserve and Reserve Funds Budget Changes**

Ms. McIntyre provided the 2019 Reserve and Reserve Fund Budget Changes. The following items were noted:

- \$200,000 was transferred from Benefit Admin. Contingency to finance purchase of 411 Pembroke Street. West.
- \$40,000 was transferred from the Winter Control to offset the increased salt costs due to salt shortage.
- The transfer from Waterworks Capital increased to \$654,341 and transfer from Pollution Control Capital increased to \$443,420 to finance Capital.
- \$50,000 was transferred from Parks Development to finance Capital.
- Transfer from Federal Gas Tax reserve adjusted to \$2,222,944 for capital financing due to a revised 2018 year end balance.
- Transfer to the Pollution Control Plant reserve reduced to \$92,000 and transfer from Pollution Control Plant reserve \$158,482 to finance Capital.
- Transfer from Rotary Park reserve of \$3,708 to finance Capital.

The discussion continued:

- Mayor LeMay had requested to come back to general fund on January 30, 2019 as he doesn't want the Levy to increase any higher.

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Abdallah

That the Rotary Park Tennis Courts and Riverside Park Ball Diamonds & Gazebo in the Parks section of the Capital Budget, totalling \$21,897 be funded from the Parks Development Reserve.

**Carried**

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Plummer

That the budget of \$70,000 for an Asset Management position be tabled until January 30, 2019 meeting.

**Carried**

## **7. Start Tax Ratios – Tax/Water & Sewer Bill Impact**

Ms. McIntyre reviewed a handout reflecting a 1.97% Levy increase to generate \$400,000 additional tax dollars. At Committee's request, Ms. McIntyre provided an additional handout that will increase taxation by \$700,000. This resulted in a Levy increase of 3.44%

- Committee members were in favor of 1.97% and not 3.44%.
- Councillor Plummer responded that there is nothing else to do until further information is available regarding the County cost sharing and potential update from Mayor LeMay on provincial funding.

## **8. Adjournment**

### **Motion:**

Moved by Councillor Reavie

Seconded by Councillor Lafreniere

That the January 24, 2019 meeting of the Finance & Administration Committee adjourn at 12:35 p.m.

**Carried**