



# **City of Brockville**

## **Finance & Administration Committee**

### **Minutes**

**4:30 PM - Wednesday, December 4, 2019**

City Hall, Council Chambers

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The Finance & Administration Committee meeting was called to order on Wednesday, December 4, 2019, at 4:30 PM, in the City Hall, Council Chambers, with the following present:

<b>Members Present:</b>	Councillor Larry Journal, Member Cec Drake, Councillor Jeff Earle, and Councillor Nathalie Lavergne
<b>Regrets:</b>	Mayor Jason Baker
<b>Others:</b>	Councillor Leigh Bursey and Councillor Cameron Wales
<b>Staff:</b>	Lynda Ferguson, Director of Finance, Janette Loveys, City Manager, and Sandra MacDonald, City Clerk

#### **1. CHAIR'S REMARKS**

Chair Journal welcomed everyone to the meeting. Member Drake was asked to highlight the accomplishments of the committee over the past year. Those of note included the procurement by-law; budget control; capital variance report; KPMG recommendations for committees use and accompanying project guide; financial analysis, savings vs debt payment; committee tracking report; and a new financial plan coming in March 2020.

#### **2. DISCLOSURE OF INTEREST**

Nil.

#### **3. DELEGATIONS AND PRESENTATIONS**

Nil.

#### **4. CORRESPONDENCE & COMMUNICATIONS**

Nil.

#### **5. REPORTS FROM BOARDS AND COMMITTEES**

##### **1. Youth Advisory Council**

M. Boulton and Councillor Bursey presented the Youth Advisory Council Strategic Action Plan and introduced the members of the Council.

6. **STAFF REPORTS**

1. 2019-181-12  
Youth Advisory Council Amendment of the Terms of Reference

Moved by Councillor Earle

THAT Council approve the amendments to the Youth Advisory Council Terms of Reference as follows;

1. Remove the requirements to be a Canadian Citizen; and
2. Remove the requirement to be resident or property owner within the City of Brockville;

THAT the necessary bylaw be enacted.

**For:**

**REFERRED ON A LATER VOTE 0-0 on a recorded vote**

Moved by Councillor Lavergne

THAT the matter be referred to staff for further information and report back to the committee at the January 2020 meeting.

**For:** Councillor Journal, Member Drake, Councillor Earle,  
and Councillor Lavergne

**CARRIED 4-0 on a recorded vote**

2. 2019-179-12  
Temporary Borrowing By-law

Moved by Councillor Lavergne

THAT Council approve a Temporary Borrowing By-Law to borrow funds (temporary working capital), as may be required for the City's operations, of up to \$5,000,000 for the year 2020; and

THAT the Mayor and Treasurer be authorized to execute the By-law.

**For:** Councillor Journal, Member Drake, Councillor Earle,  
and Councillor Lavergne

**CARRIED 4-0 on a recorded vote**

3. 2019-180-12  
2020 Interim Tax Levy and Establishment

Moved by Member Drake

THAT Council authorize the City to impose its 2020 interim tax levy with a due date of February 28<sup>th</sup>, 2020; and

THAT Council establish the due date of August 28<sup>th</sup>, 2020 for the second and final tax levy for 2020; and

THAT the necessary by-law be enacted.

**For:** Councillor Journal, Member Drake, Councillor Earle,  
and Councillor Lavergne

**CARRIED 4-0 on a recorded vote**

4. 2019-185-12  
October 2019 Variance Report

Moved by Councillor Earle

THAT Council receives the Interim Variance Report for the period ended October 31<sup>st</sup>, 2019 for information purposes.

**For:** Councillor Journal, Member Drake, Councillor Earle,  
and Councillor Lavergne

**CARRIED 4-0 on a recorded vote**

7. **NEW BUSINESS FROM COMMITTEE MEMBERS**  
Nil.

8. **FAC - CONSENT AGENDA**

Moved by Member Drake

THAT the following items as recommended by the Finance and Administration Committee be placed on the Consent Agenda:

1. 2019-179-12  
Temporary Borrowing By-law

2. 2019-180-12  
2020 Interim Tax Levy and Establishment
3. 2019-185-12  
October 2019 Variance Report

**CARRIED**

9. **MEDIA QUESTION PERIOD**

10. **ADJOURNMENT**

Moved by Councillor Earle

THAT the Finance and Administration Committee adjourn its meeting until the next regular meeting scheduled for January 21, 2020.

**CARRIED**

*The meeting adjourned at 5:31 pm.*