



City of Brockville

Finance & Administration Committee

Minutes

4:30 PM - Tuesday, October 15, 2019

City Hall, Council Chambers

The Finance & Administration Committee meeting was called to order on Tuesday, October 15, 2019, at 4:30 PM, in the City Hall, Council Chambers, with the following present:

Members Present: Councillor Larry Journal, Councillor Jeff Earle (late 4:41 pm)
Councillor Nathalie Lavergne, Member Cec Drake, and Mayor Jason Baker

Regrets: Nil.

Others: Nil.

Staff: Lynda Ferguson, Director of Finance, Janette Loveys, City Manager, and Sandra MacDonald, City Clerk

1. CHAIR'S REMARKS

Chair Journal welcomed committee members and staff to the meeting.

2. DISCLOSURE OF INTEREST

Nil.

3. DELEGATIONS AND PRESENTATIONS

Nil.

4. CORRESPONDENCE & COMMUNICATIONS

Nil.

5. REPORTS FROM BOARDS AND COMMITTEES

Nil.

6. STAFF REPORTS

1. 2019-151-10
Draft Terms of Reference for Committees

Moved by: Member Drake

THAT Finance and Administration Committee approve the Draft Terms of Reference for Committees.

For: Councillor Journal, Councillor Earle, Councillor
Lavergne, Member Drake, and Mayor Baker

CARRIED 5-0 on a recorded vote

Councillor Earle arrived at 4:41 pm.

2. 2019-150-10
Precision GPS Co-operative Purchase

Moved by: Councillor Lavergne

THAT Council authorize the net cost expenditure of \$26,669.28 for the purchase of two (2) Precision GPS Units from the vendor Technical Mapping Inc. to be funded from the Municipal Modernization Funds.

THAT Council approve the additional \$2669.28 over the approved budget of \$24,000.00 from the Municipal Modernization Funds.

For: Councillor Journal, Councillor Earle, Councillor
Lavergne, Member Drake, and Mayor Baker

CARRIED 5-0 on a recorded vote

3. 2019-153-10
Ontario Regulation 284/09
Budget Matters - Expenses

Moved by: Councillor Earle

THAT Council adopt this report of expenses excluded from the 2020 Budget as a requirement of Ontario Regulation 284/09 passed under the Municipal Act, 2001.

For: Councillor Journal, Councillor Lavergne, Councillor
Earle, Member Drake, and Mayor Baker

CARRIED 5-0 on a recorded vote

4. 2019-155-10
City Reserves-Cash Flow Analysis

A revised Attachment 1 was distributed at the meeting and is attached to the minutes.

Moved by: Mayor Baker

THAT the report titled City Reserves-Cash Flow Analysis be received for information purposes.

For: Councillor Journal, Councillor Earle, Councillor Lavergne, Member Drake, and Mayor Baker

CARRIED 5-0 on a recorded vote

Moved by: Member Drake

THAT staff be directed to prepare a report for the November FAC meeting which includes a 5 year cash flow analysis for the Fiscal Policy Reserve, the total position of all reserves and a projection of the 5 year debt levels.

For: Councillor Journal, Councillor Earle, Councillor Lavergne, Member Drake, and Mayor Baker

CARRIED 5-0 on a recorded vote

The committee discussed the information that they would like to have provided. They are seeking information on the five year debt levels and fiscal policy cash flow and the total position of the reserve(s).

L. Ferguson explained that staff are still developing the five year capital budget so it will not be ready for next month.

Member Drake and Councillor Journal spoke of the committee reviewing the three/five year financial plan and making a recommendation to Council.

[2019-155-10 Attachment 1 Revised](#)

5. 2019-154-10
Investing in Canada Infrastructure Program
William Street Overpass

Moved by: Member Drake

THAT the Total Eligible Cost for the William Street Overpass rehabilitation project under the Investing in Canada Infrastructure Program – Rural and Northern Stream be confirmed as \$1,732,500; and

THAT the City share of \$288,807.75 be funded from the Ontario Community Infrastructure Fund formula allocation; and

THAT \$288,807.75 in Federal Gas Tax Funding be reallocated from the William Street Overpass project to the Garden Street reconstruction project.

For: Councillor Journal, Councillor Earle, Councillor Lavergne, Member Drake, and Mayor Baker

CARRIED 5-0 on a recorded vote

6. 2019-152-10
Request for Reduction in Fees
for a Catch the Ace Raffle Lottery

Moved by: Councillor Lavergne

THAT Council establish a "Catch the Ace" raffle lottery scheme fee of 1% of the total prize value.

For: Councillor Journal, Councillor Earle, Councillor Lavergne, Member Drake, and Mayor Baker

CARRIED 5-0 on a recorded vote

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

8. **FAC - CONSENT AGENDA**

Moved by: Councillor Lavergne

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

1. 2019-151-10
Draft Terms of Reference for Committees
2. 2019-151-10
Draft Terms of Reference for Committees
3. 2019-153-10
Ontario Regulation 284/09 Budget Matters - Expenses
4. 2019-155-10
City Reserves-Cash Flow Analysis
5. 2019-154-10
Investing in Canada Infrastructure Program - William Street Overpass
6. 2019-152-10
Request for Reduction in Fees for a Catch the Ace Raffle Lottery

CARRIED

9. **MEDIA QUESTION PERIOD**

10. **ADJOURNMENT**

Moved by: Councillor Lavergne

THAT the Finance and Administration Committee adjourn its meeting until the next regular meeting scheduled for November 19, 2019.

CARRIED

The meeting adjourned at 6:06 pm.

FISCAL POLICY RESERVE CASH FLOW POSITION AND PROJECTIONS

Attachment 1

Attachment # 1

	Year:	ACTUAL				
		2018 0.00%	2019 0.00%	2020 0.00%	2021 0.00%	2022 0.00%
OPENING BALANCE JAN 1		1,306,253.00	2,355,768	3,055,768	1,095,768	1,995,768
<u>ADD- PROJECTED REVENUES:</u>						
Budgeted Contribution from Taxation		600,000.00	700,000	800,000	900,000	1,000,000
		0.00	0	0	0	0
		0.00				
		0.00	0	0	0	0
Year End Surplus		649,515.00	0	0	0	0
TOTAL PLANNED REVENUES:		1,249,515.00	700,000	800,000	900,000	1,000,000
<u>TOTAL AVAILABLE:</u>		2,555,768.00	3,055,768	3,855,768	1,995,768	2,995,768
<u>LESS- PLANNED EXPENDITURES:</u>						
Contribution to AQ		200,000.00	0	0	0	0
Contribution to capital projects in capital fund		0.00				
Contribution to operating projects			62,621			
Contribution to Hospital		0.00		2,760,000		
TOTAL PLANNED EXPENDITURES:		200,000.00	0	2,760,000	0	0
RESERVE FUND EQUITY BALANCE, DEC. 31		2,355,768	3,055,768	1,095,768	1,995,768	2,995,768