

## Finance Committee Meeting Agenda

December 3, 2018

5:30 p.m.

Council Chambers, City Hall

	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Confirmation of Minutes</b>	
2.a June 25, 2018 - Budget Committee	1 - 4
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<b>3. Disclosure of Pecuniary Interest</b>	
<b>4. Reports and Communications</b>	
4.a Presentation of 2019 Draft Budget Report CLSFS18-042	7 - 8
<b>5. Other Business</b>	
<b>6. Next Meeting - January 9, 2019</b>	
<b>7. Adjournment</b>	

## **Budget Committee Minutes**

### **City of Peterborough**

June 25, 2018

Roll Call            Mayor Bennett  
                         Councillor Baldwin  
                         Councillor Beamer  
                         Councillor Clarke, Chair  
                         Councillor McWilliams  
                         Councillor Pappas (5:01 p.m.)  
                         Councillor Parnell  
                         Councillor Riel  
                         Councillor Therrien  
                         Councillor Vassiliadis

Staff                Sandra Clancy, Chief Administrative Officer  
                         Allan Seabrooke, Commissioner of Community Service  
                         Patricia Lester, Commissioner of Corporate and Legislative Services  
                         Blair Nelson, Manager, Design and Construction, Engineering  
                         John Kennedy, Clerk  
                         Jeffrey Humble, Director of Planning and Development Services  
                         Richard Freymond, Manager of Financial Services  
                         Bill McDougall, Budget and Operations Analyst

### **Call to Order**

The meeting of Budget Committee was called to order at 5:00 p.m. in the Council Chambers.

### **Confirmation of Minutes**

Moved by Mayor Bennett

**That the minutes of the Budget Committee meetings of May 28, 2018 and June 6, 2018 be approved.**

Carried

**Disclosure of Pecuniary Interest**

There were no disclosures of Pecuniary Interest.

**Consent Agenda**

Moved by Councillor Parnell

**That item 5.b. be passed as part of the Consent Agenda.**

Carried

2019 Budget Guidelines

Report CLSFS18-028

Moved by Councillor Parnell

**That Council approve the recommendations outlined in Report CLSFS18-028, dated June 25, 2018, of the Commissioner of Corporate and Legislative Services, as follows:**

- a) **That the Draft 2019 Operating Budget reflects an estimated 2.5% all-inclusive (Municipal, Education, Sanitary Sewer Surcharge) increase for increased operating costs and traditional support for the capital program comprised of:**
  - i) **A budget provision of 1.87% for general Operating Budget impacts,**
  - ii) **A budget provision of \$620,000 (0.38%) for Stormwater Protection,**
  - iii) **An increase in the Sewer Surcharge rate to provide the equivalent of \$350,000 (0.25%) in Sanitary Sewer revenues, and**
- b) **That in regards to any 2019 Operating Budget increase as a result of enhancing the levels of service for Paramedic Services, the Draft Budget reflect such increases as 'below the line' pending further discussions and direction by Council.**
- c) **That the revised Tax Ratio Reduction Program continues for the 2019 Draft Budget and reflects reductions:**
  - i) **to the Commercial and Industrial Class Tax Ratios but not the Multi-residential Class, and**
  - ii) **at the reduced rate established through the 2016 Budget process.**

- d) **That the increase in the Police Services portion of the draft 2019 Operating Budget reflect no more than the Operating portion of Net Tax Levy increase (estimated to be 2.9%), and any increase in the net Police Services budget beyond the estimated Operating Portion of the Net Tax Levy increase be addressed by Council as part of the detailed 2019 Budget deliberations to occur in January of 2019.**
- e) **That should the sale transaction of Peterborough Distribution Inc. (PDI) occur, regardless of the budget year, any investment proceeds from the funds invested from the sale of PDI be directed towards enhancing Capital financing, and not be used for purposes of reduction in net tax levy.**
- f) **That the 2019 Highlights Book includes a section on the information gathered through the Public Meeting held on June 6, 2018 and a response to each.**

Carried

The Canadian Canoe Museum Funding Presentation

Report CLSFS18-031

Moved by Councillor Pappas

**That Council approve the recommendation outlined in Report CLSFS18-031 dated June 25, 2018 of the Commissioner of Corporate and Legislative Services, as follows:**

**That the presentation by Carolyn Hyslop, Executive Director, and John Ronson, Chair, Board of Directors from the Canadian Canoe Museum, be received for information.**

Carried

### **Other Business**

There were no items of Other Business.

### **Adjournment**

Moved by Councillor Haacke

**That this meeting adjourn at 5:15 p.m.**

Carried

Budget Committee minutes of June 25, 2018

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John Kennedy, City Clerk

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Councillor Clarke, Chair

## **Audit Committee Minutes**

### **City of Peterborough**

**September 17, 2018**

Present            Mayor Bennett  
                      Councillor Baldwin  
                      Councillor Clarke, Chair  
                      Councillor Vassiliadis

Regrets            Councillor Beamer

Staff                Paul Attek, Chief Accountant  
                      Sandra Clancy, Chief Administrative Officer  
                      Richard Freymond, Manager of Finance  
                      Darren Hancock, Chief Accountant  
                      John Kennedy, Clerk  
                      Allan Seabrooke, Commissioner of Community Services

#### **Call to Order**

The meeting was called to order at 4:15 p.m. in the Doris Room, City Hall.

#### **Confirmation of Minutes**

Moved by Councillor Baldwin

**That the Audit Committee minutes of June 25, 2018 be approved.**

Carried

#### **Disclosure of Pecuniary Interest**

There were no disclosures of Pecuniary Interest.

2018 Audit Plan and Pre-Audit Planning Letter

CLSFS18-040

Moved by Mayor Bennett

**That Council approve the recommendations outlined in report CLSFS18-040 dated September 17, 2018, of the Commissioner of Corporate and Legislative Services as follows:**

- a) **That the 2018 Audit Plan for the Corporation of the City of Peterborough, attached to Report CLSFS18-040 as Appendix A, be received.**
- b) **That the Mayor and Chair of the Audit Committee be authorized to sign the Pre-Audit Planning Letter, attached to Report CLSFS18-040 as Appendix B.**

At the meeting of September 17, 2018, item c) was added as follows:

- c) **That staff review the Audit Committee Policies and Procedures.**

Carried

#### **Other Business**

There were no items of Other Business.

#### **Adjournment**

Moved by Councillor Vassiliadis

**That this meeting adjourn at 4:22 p.m.**

Carried

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John Kennedy

City Clerk

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Councillor Clarke

Chair



City of  
**Peterborough**

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**To:** Members of the Finance Committee

**From:** Patricia Lester  
Commissioner of Corporate and Legislative Services

**Meeting Date:** December 3, 2018

**Subject:** Report CLSFS18-042  
Presentation of 2019 Draft Budget

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## **Purpose**

A report informing Council that staff will present the 2019 Draft Budget documents to the Finance Committee on December 3, 2018.

## **Recommendation**

That Council approve the recommendation outlined in Report CLSFS18-042 dated December 3, 2018, of the Commissioner of Corporate and Legislative Services as follows:

That the draft 2019 Budget documents presentation at the meeting held December 3, 2018, be received and the documents be reviewed in detail during the Finance Committee meetings scheduled the week of January 14, 2019.

## **Budget and Financial Implications**

There are no budget and financial implications of receiving the report.



## Background

Corporate and Legislative Services staff will present the 2019 Draft Budget documents to Finance Committee at its meeting to be held December 3, 2018. A Public Meeting to receive input on the Draft Budget from delegations will be held on Wednesday, January 9, 2019 at 6:00 pm.

Council members will have six weeks to review the documents individually, and the Finance Committee will begin a detailed review on January 14, 2019.

Submitted by,

Patricia Lester  
Commissioner of Corporate and Legislative Services

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