



THE CORPORATION OF THE TOWN OF NIAGARA-ON-THE-LAKE
FINANCE ADVISORY COMMITTEE MEETING MINUTES/REPORT

The members of the Finance Advisory Committee met on December 4, 2017 in the Council Chambers, at 6:00 p.m.

PRESENT:

Chair Councillor Paolo Miele, Lord Mayor Pat Darte, Councillors: Martin Mazza, Betty Disero, Jamie King, Terry Flynn (6:10 p.m.) , John Wiens, Jim Collard.

REGRETS:

Councillor Maria Bau-Coote

STAFF:

Kyle Freeborn	Treasurer
Holly Dowd	Chief Administrative Officer/Director of Corporate Services
Sheldon Randall	Director of Operations
Rob Grimwood	Fire Chief
Peter Todd	Town Clerk
Victoria Butters	Deputy Clerk

OTHERS:

MEDIA:

Suzanne Mason	NOTL Advance
Mike Zettel	Niagara this Week

Chair Councillor Paolo Miele called the meeting to order at 6:00 p.m.

CONFLICT OF INTEREST:

Councillor Jim Collard declared a conflict of interest with Report FC-17-018 Final 2018 Operating and Capital Budgets, specifically Corporate Services - Information Systems - Salaries, Wages and Employee Benefits as he has a family member currently employed by the Town.

DELEGATION:

(a) Janice Thomson, Chair - Niagara Parks

Niagara Parks Strategic Plan

The Chair of the Niagara Parks, Janice Thomson, and Niagara Parks staff provided information on the Niagara Parks ten year strategic plan. Chair Janice Thomson referred to a powerpoint presentation that highlighted the following:

- History of the Niagara Parks Commission
- Economic impact of the Niagara Parks
- Community benefits - environmental & cultural stewardship
- Strategic Plan, mandate, and vision
- Preserving and showcasing rich heritage, culture, and lifestyle
- Branding changes

Chair Janice Thomson answered questions of the committee and the Chair thanked her for coming forward.

(b) Lois Ouellette, KPMG
Re: Audit Planning Report

Lois Ouellette spoke to Report FC-17-014 2017 Audit Planning Report and provided an overview of the executive summary; planning process; risks; materiality; and KPMG independence to Town. Ms. Ouellette answered questions of the committee and the Chair thanked them for coming forward.

PRESENTATION:

There were no presentations made at this meeting.

CONSENT AGENDA:

The consent agenda is a set of reports that could be approved in one motion of Council. The approval endorses all of the recommendations contained in each of the reports within the set.

Prior to the motion being taken, a Councillor may request that one or more of the reports be lifted out of the consent agenda to be considered separately.

FC-17-014
Audit Planning Report

The recommendation contained in Finance Report FC-17-014 be adopted to include that:

- 1.1 that Council approve KPMG's audit approach for the 2017 financial audit as described in the Audit Planning Report attached to this report.

FC-17-016
Proposed 2018 Development Charges Indexing

The recommendation contained in Finance Report FC-17-016 be adopted to include

that:

- 1.1 Council approve the annual indexing of Development Charge fees, with a fee increase of 2.9% effective January 1, 2018, as detailed in "Appendix A" attached to this report.

FC-17-017

Proposed 2018 Cash-in-Lieu of Parking Indexing

The recommendation contained in Finance Report FC-17-017 be adopted to include that:

- 1.1 The annual indexing of Cash-in-Lieu of Parking be approved and set at \$23533 per stall, being a 2.9% increase, effective January 1, 2018.

Moved by Councillor John Wiens that the reports included in the Consent Agenda be approved as recommended.

APPROVED.

The following reports were lifted from the Consent Agenda and voted on separately.

FC-17-015

2017 Interim Capital Project Closure Report

Moved by Councillor John Wiens that report FC-17-015, Interim Capital Project Closure Report be amended by adding the following:

- 1.4 \$10,420.60 be allocated from the Building Vehicle and Equipment Reserves to transfer to the Operating Levy for 2018.

APPROVED.

The Treasurer later noted in the meeting that this transfer is not permitted due to these funds coming from Building Fees.

Moved by Councillor John Wiens that the recommendations contained in Finance Report FC-17-015 be adopted to include that:

- 1.1 Council approve the transfer of funding to or from completed capital projects where variances have occurred as outlined in this report; and
- 1.2 Approve the transfer of the excess funds in C01086 (Library Sorter) to C00674 (Library Renovations); and
- 1.3 Remaining funds be allocated to or from the reserve that originally funded the project, or to the Capital Project Variance reserve, as described in the body of this report and in the attachment titled "Capital Project Closure Report - Interim".

- 1.4 *\$10,420.60 be allocated from the Building Vehicle and Equipment Reserves to transfer to the Operating Levy for 2018.*

APPROVED, AS AMENDED.

FC-17-018

Final 2018 Operating and Capital Budgets

Councillor Jim Collard previously declared a conflict of interest with Report FC-17-018, Final 2018 Operating and Capital Budgets, specifically specifically Corporate Services - Information Systems - Salaries, Wages and Employee Benefits as he has a family member currently employed by the Town.

At this time line items 130-1150-10000 and 130-1150-11001 of the 2018 Operating Budget were lifted and voted on separately.

Moved by Councillor Paolo Miele that line items 130-1150-10000 and 130-1150-11001 of the 2018 Operating Budget be approved.

APPROVED.

Moved by Councillor Terry Flynn that report FC-17-018 be amended by increasing the Irrigation Grant from \$75,000 to \$100,000.

APPROVED.

Moved by Councillor Paolo Miele that report FC-17-018 be amended by increasing the NOTL Historical Society Grant by 2.5%, coming from the Parking Reserve.

APPROVED.

Moved by Councillor Paolo Miele that report FC-17-018 be amended to include that a Tax Rate Stabilization Reserve be created; and

That the Tax Rate Stabilization Reserve be used in 2018 to achieve a budget increase of 3.5% for a typical 2017 residential assessment (\$460,131.00).

APPROVED.

At this time the committee took a brief recess from 8:08 p.m. and returned at 8:13 p.m.

Moved by Councillor Paolo Miele that the recommendations contained in Finance Report FC-17-018 be adopted to include that:

- 1.1 Council approve the 2018 Capital Budget in the amount of \$8,867,435, as noted in "Appendix A" attached to this report;

- 1.2 Council receive the 10 year Capital forecast in the amount of \$65,959,986, as

noted in "Appendix B" attached to this report;

- 1.3 The 2018 Operating Budget as noted in "Appendix C", attached to this report, which includes an operating levy of \$10,931,093, be approved;
- 1.4 The Clerk prepare the necessary by-law to set and levy the tax rates for the Town of Niagara-on-the-Lake's purposes, for Niagara Regional purposes, and for Educational purposes for the 2018 tax year after the 2018 Capital and Operating budgets have been approved.

APPROVED, AS AMENDED.

NEW BUSINESS

No new business was brought forward at this time.

ADJOURNMENT: 8:25 p.m.

Lord Mayor, this concludes the Minutes/Report of the Finance Advisory Committee I Councillor _____ move, seconded by Councillor _____ that the Minutes/Report of the December 4, 2017 Finance Advisory Committee Meeting be adopted.

LORD MAYOR PAT DARTE