



TOWN OF AURORA FINANCE ADVISORY COMMITTEE MEETING MINUTES

Date: Tuesday, January 19, 2016

Time and Location: 5:30 p.m., Leksand Room, Aurora Town Hall

Committee Members: Councillor Michael Thompson (Chair), Councillor Harold Kim (arrived 5:45 p.m.), and Mayor Geoffrey Dawe

Member(s) Absent: None

Other Attendees: Councillor Tom Mrakas, Doug Nadorozny, Chief Administrative Officer, Dan Elliott, Director of Corporate and Financial Services/Treasurer, Al Downey, Director of Parks and Recreation Services, Ilmar Simanovskis, Director of Environmental and Infrastructure Services, Jason Gaertner, Manager, Financial Planning, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 5:32 p.m.

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no declarations of pecuniary interest under *the Municipal Conflict of Interest Act*.

2. APPROVAL OF THE AGENDA

Moved by Mayor Dawe
Seconded by Councillor Kim

THAT the agenda as circulated by Legal and Legislative Services be approved.

CARRIED

3. RECEIPT OF THE MINUTES

Finance Advisory Committee Meeting Minutes of August 11, 2015

**Moved by Councillor Kim
Seconded by Mayor Dawe**

THAT the Finance Advisory Committee meeting minutes of August 11, 2015, be received for information.

CARRIED

4. DELEGATIONS

None

5. CONSIDERATION OF ITEMS

1. 2016 Budget Process Debrief

Staff and Committee briefly reviewed the 2016 Budget process and agreed that the new process was more efficient and worked well. The Committee discussed future areas of focus and noted that daytime Budget meetings are not convenient for all Council members.

**Moved by Councillor Kim
Seconded by Mayor Dawe**

THAT the Finance Advisory Committee comments of the 2016 Budget Process Debrief be referred to staff for consideration.

CARRIED

**2. Memorandum from Director, Corporate & Financial Services – Treasurer
Re: Update on Council Budget Principles and Council Budget Process Documents**

Staff provided a brief overview of the memorandum and attachments, which will be submitted for Council approval once discussed by the Committee.

**Moved by Mayor Dawe
Seconded by Councillor Kim**

THAT the memorandum regarding Update on Council Budget Principles and Council Budget Process Documents be received and referred for discussion at the next meeting of the Finance Advisory Committee.

CARRIED

3. Discussion of Process/Expectations for Detailed Department Budget Reviews for 2016 for Parks & Recreation Services and Infrastructure & Environmental Services

Staff reviewed the possible formats and areas of focus respecting the expectations and approaches of the budgeting process. The Committee indicated that it wished to have a better sense of how budgets are created at the department level, including main drivers, major elements and accomplishments, and how they affect the budget. The Committee discussed various options, and staff noted that the *Council Budget Principles* document proposes that each department would undergo a line by line review once during each Term of Council. Staff provided insight into the strategy of the budget process for the departments of Parks and Recreation Services and Infrastructure and Environmental Services, and it was noted that these two departments would be the focus of review for 2016.

**Moved by Councillor Kim
Seconded by Mayor Dawe**

THAT the necessary and appropriate agenda materials be provided to support the Committee's detailed Budget review of the Parks and Recreation Services department in the following areas:

- a. Line by line details, including grouping summaries for identification of areas of Committee interest;
- b. 2016 Business Plan; and
- c. Presentation by Director on approaches used to prepare their Budget; and

THAT the necessary and appropriate agenda materials be provided to support the Committee's detailed Budget review of the Infrastructure and Environmental Services department in the following areas:

- a. Line by line details, including grouping summaries for identification of areas of Committee interest;
- b. 2016 Business Plan; and
- c. Presentation by Director on approaches used to prepare their Budget.

CARRIED

4. Proposed 2016 Work Plan for Finance Advisory Committee

The proposed 2016 Work Plan was briefly reviewed and the Committee was encouraged to bring any other ideas forward.

**Moved by Mayor Dawe
Seconded by Councillor Kim**

THAT the Proposed 2016 Work Plan for Finance Advisory Committee be received; and

THAT the Proposed 2016 Work Plan for Finance Advisory Committee be approved.

CARRIED

5. Next Meeting Dates/Time/Duration and Setting of Dates

**Moved by Councillor Kim
Seconded by Mayor Dawe**

THAT the Financial Advisory Committee shall normally meet at Town Hall once per month, except for the months of July and August, from 5:30 p.m. to 6:45 p.m. on the Tuesday of the second General Committee meeting of that month; and

THAT the Town Clerk be directed to amend the Terms of Reference for the Financial Advisory Committee.

CARRIED

**6. Extract from Council Meeting of September 15, 2015
Re: Finance Advisory Committee Meeting Minutes of August 11, 2015**

**Moved by Mayor Dawe
Seconded by Councillor Kim**

THAT the Extract from Council Meeting of September 15, 2015, regarding Finance Advisory Committee meeting minutes of August 11, 2015, be received for information.

CARRIED

6. NEW BUSINESS

None

7. ADJOURNMENT

**Moved by Councillor Kim
Seconded by Mayor Dawe**

THAT the meeting be adjourned at 6:40 p.m.

CARRIED

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS
ADOPTED BY COUNCIL AT A LATER MEETING.