



**Finance
Advisory Committee
Meeting Agenda**

Wednesday, January 25, 2017

5:30 p.m.

**Leksand Room
Aurora Town Hall**

Public Release
January 18, 2017



**Town of Aurora
Finance Advisory Committee
Meeting Agenda**

Date: Wednesday, January 25, 2017

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

1. Declaration of Pecuniary Interest and General Nature Thereof

2. Approval of the Agenda

Recommended:

That the agenda as circulated by Legislative Services be approved.

3. Receipt of the Minutes

Finance Advisory Committee Meeting Minutes of July 28, 2016

Recommended:

That the Finance Advisory Committee meeting minutes of July 28, 2016, be received for information.

4. Delegations

5. Consideration of Items

1. 2017 Work Plan for Finance Advisory Committee

Recommended:

1. That the 2017 Work Plan for Finance Advisory Committee be approved.

2. 2017 Work Plan for Financial Planning Division

(to be distributed at meeting)

Recommended:

1. That the 2017 Work Plan for Financial Planning Division be received for information.

3. General Discussion by Committee

Re: Use of Citizen Budget Survey Tool for 2017

Recommended:

1. That the comments and suggestions of the discussion regarding continued use of the Citizen Budget Survey tool be referred to staff for consideration and action as appropriate.

4. Distribution and Introduction of Detailed Financial Information

Re: Infrastructure and Environmental Services (IES)

(to be distributed at meeting)

Recommended:

1. That the detailed financial information for IES be received and referred for discussion and detailed review at the February 22, 2017 meeting of the Finance Advisory Committee.

5. General Discussion by Committee
Re: Topics of Focus for IES Review

Recommended:

1. That the comments and suggestions of the discussion regarding Topics of Focus for IES Review be referred to staff for consideration and action as appropriate.

6. Extracts from Council Meeting of August 9, 2016
Re: Finance Advisory Committee Meeting Minutes of July 12, 2016, and July 28, 2016; and Item 14, CFS16-026 – Budget Allocation 2017 – Cultural Partners

Recommended:

1. That the Extracts from Council Meeting of August 9, 2016, regarding the Finance Advisory Committee meeting minutes of July 12, 2016, and July 28, 2016, and Item 14, CFS16-026 – Budget Allocation 2017 – Cultural Partners, be received for information.

6. New Business

7. Adjournment



**TOWN OF AURORA
FINANCE ADVISORY COMMITTEE
MEETING MINUTES**

Date: Thursday, July 28, 2016

Time and Location: 5:45 p.m., Leksand Room, Aurora Town Hall

Committee Members: Councillor Michael Thompson (Chair), Councillor Harold Kim, and Mayor Geoffrey Dawe

Member(s) Absent: None

Other Attendees: Councillor Wendy Gaertner, Councillor Tom Mrakas, Rino Roncadin, Chair, Aurora Public Library Board, Jill Foster, Chief Executive Officer, Aurora Public Library, Reccia Mandelcorn, Manager of Community Collaboration, Aurora Public Library, Craig Mather, President, Aurora Cultural Centre Board, Bonnie Kraft, Secretary, Aurora Cultural Centre Board, Doug Nadorozny, Chief Administrative Officer, Dan Elliott, Director of Corporate & Financial Services/Treasurer, Jason Gaertner, Manager, Financial Planning, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 5:45 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 Councillor Kim
Seconded by Mayor Dawe**

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THAT the agenda as circulated by Legal and Legislative Services, with the following addition, be approved:

- Delegation (a) Craig Mather, Aurora Cultural Centre
Re: Item 1 – CFS16-025 – Budget Allocation 2017 – Cultural Partners

CARRIED

3. RECEIPT OF THE MINUTES

Finance Advisory Committee Meeting Minutes of July 12, 2016

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

THAT the Finance Advisory Committee meeting minutes of July 12, 2016, be received for information.

CARRIED

4. DELEGATIONS

- (a) Delegation (a) Craig Mather, Aurora Cultural Centre
Re: Item 1 – CFS16-025 – Budget Allocation 2017 – Cultural Partners**

Mr. Mather expressed support of the staff report and requested: (1) that any operational review of the Aurora Cultural Centre be performed outside of the budget process; (2) clarification of the 2016 base funding budget amount; and (3) that consideration be given to applying the 2017 budgeting formula similarly in future years for the Aurora Cultural Centre Board.

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

THAT the comments of the delegation be received and referred to Item 1.

CARRIED

5. CONSIDERATION OF ITEMS

- 1. CFS16-025 – Budget Allocation 2017 – Cultural Partners**

Staff provided background including clarification of the budgeting formulas and budget underfunding. The Committee expressed support of the staff

report and discussed various aspects including the importance of a defined budgeting approach and clear direction to all organizations that receive operating funds from the Town.

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

THAT Report No. CFS16-025 be received; and

THAT the Finance Advisory Committee recommend to Council:

THAT the following 2017 budget funding directions be approved:

- (a) THAT the 2017 draft budget funding allocation for the Aurora Historical Society Board be increased by 2.97%; and
- (b) THAT the 2017 draft budget funding allocation for the Aurora Cultural Centre Board be increased by 2.97%; and
- (c) THAT the 2017 draft budget funding allocation for the Aurora Public Library Board be increased by 2.97%.

CARRIED

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

THAT staff be directed to report back to Council regarding the 2016 base funding budget amount for the Aurora Cultural Centre Board.

CARRIED

6. NEW BUSINESS

Mayor Dawe inquired about the opportunity for partners to formally request Council's consideration of additional funding, outside of the regular operating budget, for special projects. Staff confirmed that this option has been exercised in the past, and that it would be appropriate for any partner to bring forward a separate, formal budget request for special projects during the budget review process in November 2016.

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7. ADJOURNMENT

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

THAT the meeting be adjourned at 6:35 p.m.

CARRIED

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

Finance Advisory Committee (FAC)

2017 Work Plan Outline – Proposed by Staff

January 25

- Review and approval of FAC 2017 Work Plan
- Review of 2017 Work Plan for Financial Planning Division and 2018 budget development including public and community group consultations (to be distributed at meeting)
- Discussion of continued use of Citizen Budget survey tool
- Receipt of Infrastructure and Environmental Services (IES) department budget materials (review at next meeting)

February 22

- Review of IES budget materials (45 minutes)
- Review of format and disclosures of annual Council Compensation and expenses report

March 22

- Review of IES budget (45 minutes)
- Review of Reserve Funds structure and proposed new reserve funds

April 26

- Review of IES budget (45 minutes)
- Review of most recent internal monthly 2017 budget to actual review and forecast
- Receipt of Planning and Building Services (PBS) department budget materials (review at next meeting)

May 24

- Review of PBS budget (45 minutes)
- 2018 budget preparation directions

June 28

- Review of PBS budget (45 minutes)
- Review of most recent internal monthly 2017 budget to actual review and forecast



**EXTRACT FROM
COUNCIL MEETING OF
TUESDAY, AUGUST 9, 2016**

9. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION

13. Finance Advisory Committee Meeting Minutes of July 12, 2016, and July 28, 2016

**Moved by Councillor Thompson
Seconded by Councillor Mrakas**

THAT the Finance Advisory Committee meeting minutes of July 12, 2016, and July 28, 2016 be received; and

THAT the following Finance Advisory Committee recommendation to Council be considered under Item 14 – CFS16-026 – Budget Allocation 2017 – Cultural Partners:

Finance Advisory Committee Meeting Minutes of July 28, 2016

1. CFS16-025 – Budget Allocation 2017 – Cultural Partners

THAT the following 2017 budget funding directions be approved:

- (a) THAT the 2017 draft budget funding allocation for the Aurora Historical Society Board be increased by 2.97%; and
- (b) THAT the 2017 draft budget funding allocation for the Aurora Cultural Centre Board be increased by 2.97%; and
- (c) THAT the 2017 draft budget funding allocation for the Aurora Public Library Board be increased by 2.97%.

CARRIED



**EXTRACT FROM
COUNCIL MEETING OF
TUESDAY, AUGUST 9, 2016**

7. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION

Items 1, 3, 6, 7, 10, 14, and 15 were identified as items not requiring separate discussion.

**Moved by Councillor Pirri
Seconded by Councillor Mrakas**

THAT the following recommendations with respect to the matters listed as “Items Not Requiring Separate Discussion” be adopted as submitted to Council and staff be authorized to take all necessary action required to give effect to same:

14. CFS16-026 – Budget Allocation 2017 – Cultural Partners

THAT Report No. CFS16-026 be received; and

THAT the following 2017 Budget funding directions from the Finance Advisory Committee meeting of July 28, 2016, be approved:

- (a) THAT the 2017 draft budget funding allocation for the Aurora Historical Society Board be increased by 2.97%; and
- (b) THAT the 2017 draft budget funding allocation for the Aurora Cultural Centre Board be increased by 2.97%; and
- (c) THAT the 2017 draft budget funding allocation for the Aurora Public Library Board be increased by 2.97%.

CARRIED