



Town of Aurora  
Finance Advisory Committee  
Meeting Minutes

**Date:** Wednesday, February 22, 2017

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

**Committee Members:** Councillor Michael Thompson (Chair), Councillor Harold Kim (arrived 5:47 p.m.), and Mayor Geoffrey Dawe

**Member(s) Absent:** None

**Other Attendees:** Councillor Tom Mrakas, Doug Nadorozny, Chief Administrative Officer, Dan Elliott, Director of Financial Services/Treasurer, Jason Gaertner, Manager, Financial Planning, Stephanie Mackenzie-Smith, Manager of Corporate Communications, Karen Oreto, Financial Analyst, Tracy Evans, Financial Analyst, Budget, and Linda Bottos, Council/Committee Secretary

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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 Mayor Dawe**  
**Seconded by Councillor Thompson**

That the agenda as circulated by Legislative Services be approved.

**Carried**

### **3. Receipt of the Minutes**

#### **Finance Advisory Committee Meeting Minutes of January 25, 2017**

**Moved by Mayor Dawe**

**Seconded by Councillor Thompson**

That the Finance Advisory Committee meeting minutes of January 25, 2017, be received for information.

**Carried**

### **4. Delegations**

None

### **5. Consideration of Items**

#### **1. Revised 2017 Work Plan for Finance Advisory Committee**

Staff highlighted the revisions and the Committee requested staff to ensure that the Work Plan continues to capture any Council suggestions for items to be reviewed by the Finance Advisory Committee.

**Moved by Mayor Dawe**

**Seconded by Councillor Kim**

1. That the Revised 2017 Work Plan for Finance Advisory Committee be received; and
2. That the Revised 2017 Work Plan for Finance Advisory Committee be approved.

**Carried**

#### **2. Draft Report No. FS17-006 – 2018 Town of Aurora Budget Workplan**

Staff reviewed the draft report, including the Budget Workplan and proposed “Pre-Budget” and “In-Year” Funding Request or Other Budget Input forms, and noted that the forms were created in order to formalize the process and facilitate funding requests and budget input from external stakeholders. The Committee expressed support of the report and concepts, and suggested that the Funding Request or Other Budget Input forms be reworked in order to

include criteria and capture greater detail from the requester. Staff was also asked to ensure alignment with the Town's Procedure By-law.

Ms. Mackenzie-Smith provided a presentation on public stakeholder engagement budget input tools, including an overview of the challenges and usage of the existing Citizen Budget Survey tool, possible improvements, use of sliders and ranking, other options, and next steps. The Committee noted that engaging citizens is a major challenge and discussed various solutions. The Committee approved the proposed next steps and staff agreed to report back to the Committee on the comparative costs of the discussed options for the functionality and content of a budget input tool.

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

1. That Draft Report No. FS17-006 be received; and
2. That the Finance Advisory Committee endorse the proposed 2018 Town of Aurora Budget Workplan.

**Carried**

### **3. Consideration of a Separate Fire Services Line in the Tax Bill**

The Committee acknowledged that the Fire Services budget represents approximately 25% of the tax levy, over which the Town does not have direct control, and agreed to explore the concept of a separate Fire Services line.

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

1. That staff be directed to communicate with Town of Newmarket staff regarding the establishment of a separate Fire Services line in the tax bill.

**Carried**

### **4. Distribution and Introduction of Detailed Financial Information Re: Planning and Building Services (PBS)**

Staff distributed the line-by-line analysis of the final approved 2017 budget for PBS (consolidated and by division) to the Committee, and advised that further information and explanations would be provided for the highlighted items.

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

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

**Carried**

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

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

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

**Carried**

**6. New Business**

Councillor Kim inquired about the possibility of staff providing a running tally of Development Charges (DC) revenues. Staff advised that an assessment of DC reserve health has been historically provided as part of the Ten-Year Capital Investment Plan. Staff also indicated that they are presently performing a more in-depth analysis of the Town's long-term growth projections, which will be integrated into the DC health analysis included with the 2017 Ten-Year Capital Investment Plan.

**7. Adjournment**

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

That the meeting be adjourned at 6:51 p.m.

**Carried**

Committee recommendations are not binding on the Town unless adopted by Council at a later meeting.