



Finance
Advisory Committee
Meeting Agenda

Wednesday, March 22, 2017

5:30 p.m.

Leksand Room
Aurora Town Hall

Public Release
March 15, 2017



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

Date: Wednesday, March 22, 2017

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

1. Approval of the Agenda

Recommended:

That the agenda as circulated by Legislative Services be approved.

2. Declarations of Pecuniary Interest and General Nature Thereof

3. Receipt of the Minutes

Finance Advisory Committee Meeting Minutes of February 22, 2017

Recommended:

That the Finance Advisory Committee meeting minutes of February 22, 2017, be received for information.

4. Delegations

5. Consideration of Items

1. Review of Financial Information – Planning and Building Services (PBS)

Re: (1) Line by Line Analysis

(2) Long-term Development Activity Forecasting

(3) Other Areas of Focus

(detailed explanation of highlighted items to be distributed at meeting)

Recommended:

1. That the comments and suggestions of the Review of Financial Information – Planning and Building Services (PBS) be referred to staff for consideration and action as appropriate.

2. Review of Town’s Current Schedule of Reserve Funds as of December 31, 2016

Recommended:

1. That the comments and suggestions of the Review of Town’s Current Schedule of Reserve Funds as of December 31, 2016 be referred to staff for consideration and action as appropriate.

6. New Business

7. Adjournment



**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

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.

**Town of Aurora
SCHEDULE OF RESERVE FUNDS
Shown in \$000's**

	Bylaw or Schedule Reference	Closing Estimated Balance As of December 31, 2016
A. Reserves for Existing Infrastructure		
Infrastructure Sustainability (Repair & Replacement)		
<u>Tax Rate Funded</u>		
Roads & Related R & R	RR1	\$2,847.8
Federal Gas Tax Reserve	RR2	\$1,164.4
Facilities R & R	RR3	\$831.6
Fleet R & R	RR4	\$1,354.8
Parks & Rec R & R	RR5	\$2,046.5
Information Technology R & R	RR6	\$250.6
Discretionary R & R	RR7	(\$284.3)
Emerald Ash Borer Remediation R & R	RR11	99.8
St Max Artificial Turf	RR12	\$163.8
Ontario Community Infrastructure Fund (OCIF)	RR13	-
Total Tax Rate Funded Infrastructure Sustainability Reserves		\$8,474.9
<u>Utility Rate Funded</u>		
Water	RR8	\$4,280.7
Wastewater	RR9	\$515.5
Stormwater	RR10	\$4,091.7
Total Utility Rate Funded Infrastructure Sustainability Reserves		\$8,887.9
		\$17,362.8
B. Reserves for New Infrastructure		
<u>Development Charges Reserve Funds</u>		
	By-law 5585-14	
General Government		(\$711.5)
Fire Services		\$503.8
Park Development		(\$2,376.8)
Indoor Recreation		\$3,713.8
Library Services		\$3,797.3
Municipal Parking Services		\$327.9
Roads & Related		\$7,539.5
Water		\$1,212.6
Sewers		\$1,825.6
Total Development Charges		\$15,832.2
Engineering Inspections Fees	UR2	\$2,385.6
Landscape Inspection Fees	UR3	\$2,070.7
Growth & New Capital Reserve	NI1	(\$82.1)
Studies & Other Capital Reserve	NI2	\$1,178.0
Dev/Sale of Municipal Lands	NI3	(\$7.6)
Cash in Lieu of Parkland	NI4	\$4,444.8
Cash in Lieu of Parking	NI5	\$78.2
Parks New Capital	NI6	\$626.6
Community Benefit Fee	NI7	\$1,885.3
Total New Infrastructure Reserves		\$28,411.6

C. Reserve Funds for Special Purposes

Stabilization

Tax Rate Stabilization	S1	\$4,323.8
Election Reserve	S2	\$226.4
WSIB	S3	\$733.7
Debt Deferral (internal borrowing) Library	S4	(\$1,029.7)
Building Department - Bill 124	UR1	\$4,145.9
Total Stabilization Reserves		\$8,400.0

Other Special Purposes Accounts

Trails Donations	SP1	\$4.4
Green Initiatives	SP2	(\$23.2)
Heritage Fund	SP3	\$247.2
Arts & Culture	SP4	\$51.5
Public Art	SP5	\$0.0
Parks & Rec Participant Sponsorship	SP6	\$26.8
Cenotaph Restoration	SP7	\$3.6
Recreation Sponsorships	SP8	\$45.5
John West Memorial Scholarship Award	SP9	\$28.7
Hydro Sale Investment Reserve Fund	By-law 5439-12	\$36,336.3
Council Discretionary Reserve Fund	By-law 5440-12	\$1,019.6
Total Other Special Purposes		\$37,740.5

Total Special Purposes Reserves \$46,140.5

D. CENTRAL YORK FIRE SERVICES MANAGED RESERVE FUNDS

Fire Services - General	\$159.4
Fire Services - Asset Replacement	\$363.9
Total CYFS Managed Reserve Funds	\$523.4

E. LIBRARY MANAGED RESERVE FUNDS

Library Managed R & R	LIB1	\$419.0
Library Donation & Bequests	LIB2	\$26.6
Total Library Managed Reserve Funds		\$445.5