



Town of Aurora
Finance Advisory Committee
Meeting Minutes

Date:	Wednesday, February 28, 2018
Time and Location:	5:30 p.m., Holland Room, Aurora Town Hall
Committee Members:	Councillor Michael Thompson (Chair), Councillor Harold Kim, and Mayor Geoffrey Dawe
Member(s) Absent:	None
Other Attendees:	Doug Nadorozny, Chief Administrative Officer, Dan Elliott, Director of Financial Services/Treasurer, Lisa Warth, Acting Director of Community Services, Jason Gaertner, Manager, Financial Planning, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 5:35 p.m.

1. Approval of the Agenda

Moved by Councillor Kim
Seconded by Mayor Dawe

That the agenda as circulated by Legislative Services be approved.

Carried

2. Declarations of Pecuniary Interest and General Nature Thereof

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

3. Receipt of the Minutes

Finance Advisory Committee Meeting Minutes of January 24, 2018

Moved by Mayor Dawe
Seconded by Councillor Kim

That the Finance Advisory Committee meeting minutes of January 24, 2018, be received for information.

Carried

4. Delegations

None

5. Consideration of Items

1. Memorandum from Acting Director, Community Services Re: Pricing Policy for Recreation Services

Staff gave an overview of the memorandum and attachments, and provided additional information regarding community program subsidy considerations along with an excerpt from the Recreation Programming Audit Report of April 2017 respecting Background and Comparison of Program Pricing of Other Municipalities, noting that the Audit Report addressed revenues only and not the associated costs.

The Chair noted that this memorandum was also presented to the Parks, Recreation and Cultural Services Advisory Committee for comment, and staff was asked to supply additional data in order to make any determinations.

The Committee and staff discussed the various challenges and approaches to determining the appropriate cost recovery/subsidy levels, and to calculating overall program costs, including direct and indirect costs, and assumptions.

Staff agreed to perform an in-depth examination of the cost data and allocations for various programs at a particular facility, and report back to the Committee at a future meeting.

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

1. That the memorandum regarding Pricing Policy for Recreation Services be received; and
2. That the comments of the Finance Advisory Committee be referred to staff for consideration and action as appropriate.

Carried

**2. Review of Detailed Financial Budget Information
Re: Financial Services (FS)**

Staff provided an overview of the line-by-line analysis and year-to-date comparison of the final approved 2018 budget for the Financial Services department and detailed explanations respecting the highlighted items. Staff reviewed the current staffing situation and pending requests, noting that the Town's growth has exceeded the department's capacity to meet the service requirements related to tax and water utility administration. Staff expressed further concern regarding the budget provisions for required training and professional development.

The Committee and staff discussed the value of training, development of a training policy and business cases, and relevant metrics. Staff confirmed that a complete review is underway respecting the tracking and allocation of training including courses, seminars and memberships.

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

1. That the comments and suggestions of the Review of Detailed Financial Budget Information for Financial Services be received and referred to staff for consideration and action as appropriate.

Carried

**3. Review of Draft General Committee Report No. FS18-004 – 2019 Budget
Development Direction**

Staff provided background to the draft report noting the similarities and continued focus of the previous year, including budget principles and budget process, phase-in strategies, and inflation approach. Staff advised that a draft 2019 budget would be prepared for presentation early in the next term of Council, which will begin December 2018.

The Committee made suggestions in the areas of financial implications and communications considerations, and staff agreed to apply the enhancements accordingly.

Moved by Councillor Kim
Seconded by Mayor Dawe

1. That Draft General Committee Report No. FS18-004 be received; and
2. That the key principles for the 2019 operating budget development be endorsed.

Carried

**4. Distribution and Introduction of Detailed Financial Budget Information
Re: Corporate Services (CS)**

Staff noted that Techa van Leeuwen, Director of Corporate Services, would be present at the next meeting to review the detailed budget information for Corporate Services. The Committee was encouraged to contact the Director directly for any needed clarification prior to the March meeting.

Moved by Mayor Dawe
Seconded by Councillor Kim

1. That the detailed financial budget information for Corporate Services department be received and deferred for discussion and detailed review at the March 28, 2018 meeting of the Finance Advisory Committee.

Carried

6. New Business

Councillor Kim inquired about the status of the Town's planned public art policy and staff provided a response.

7. Adjournment

Moved by Councillor Kim

Seconded by Mayor Dawe

That the meeting be adjourned at 6:43 p.m.

Carried

Committee recommendations are not binding on the Town unless adopted by Council.