



Town of Aurora  
Finance Advisory Committee  
Meeting Minutes

**Date:** Wednesday, March 27, 2019

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

**Committee Members:** Councillor Michael Thompson (Chair), Councillor John Gallo, and Mayor Tom Mrakas

**Member(s) Absent:** None

**Other Attendees:** Councillor Rachel Gilliland, Doug Nadorozny, Chief Administrative Officer, Jason Gaertner, Acting Director of Financial Services/Treasurer, Tracy Evans, Financial Analyst, Budget, and Ishita Soneji, Council/Committee Coordinator

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The Chair called the meeting to order at 5:37 p.m.

**1. Approval of the Agenda**

**Moved by Mayor Mrakas**  
**Seconded by Councillor Gallo**

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, R.S.O. 1990, c. M.50.*

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

#### **Finance Advisory Committee Meeting Minutes of January 30, 2019**

**Moved by Councillor Gallo**

**Seconded by Mayor Mrakas**

That the Finance Advisory Committee meeting minutes of January 30, 2019, be received for information.

**Carried**

### **4. Delegations**

None

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

#### **1. Memorandum from Acting Director of Financial Services**

**Re: Summary of Finance Advisory Committee's 2015 to 2018  
Accomplishments**

The committee and staff briefly discussed about the Committee's 2015 to 2018 accomplishments.

**Moved by Mayor Mrakas**

**Seconded by Councillor Gallo**

1. That the memorandum regarding Summary of Finance Advisory Committee's 2015 to 2018 Accomplishments be received for information.

**Carried**

#### **2. Memorandum from Acting Director of Financial Services**

**Re: Town's Major Capital Projects Update**

Staff provided an overview of the current major capital projects and explained the update summary chart and the status of the ongoing capital projects.

The Committee referred to the summary chart and inquired about the methodology behind the reporting structure, and staff provided a response

noting that the project management office is developing a standardized reporting structure as per the project management guidelines and key pillars such as budget, scope, schedule, and complexity of the particular project. The Committee suggested that explanations on the identified risks, means of tracking change orders and identified financial thresholds should be included as part of the reporting.

**Moved by Councillor Gallo**  
**Seconded by Mayor Mrakas**

1. That the memorandum regarding Town's Major Capital Projects Update be received for information.

**Carried**

**3. Round Table Discussion**  
**Re: Council Budget Principles**

The Committee and staff discussed about various approaches to mitigate inflation as per the current budget policy and staff noted that a multi-year budget framework would be incorporated as part of the policy in the future. It was mentioned that details on the approaches of other municipalities would be brought forward for discussion at a future Committee meeting.

**Moved by Mayor Mrakas**  
**Seconded by Councillor Gallo**

1. That the comments and suggestions regarding the Council Budget Principles be received and referred to staff for consideration and action as appropriate.

**Carried**

**4. Memorandum from Acting Director of Financial Services**  
**Re: Order for Detailed Departmental Budget Reviews**

The Committee discussed about the preferred order of the departmental budget reviews and suggested changes to the staff recommended order.

**Moved by Councillor Gallo**  
**Seconded by Mayor Mrakas**

1. That the memorandum regarding Order for Detailed Departmental Budget Reviews be received; and
2. That the detailed departmental budget reviews be carried out in the following order:
  - Aurora Public Library
  - Aurora Historical Society
  - Community Services
  - Corporate Services
  - Planning & Development Services
  - Aurora Cultural Centre
  - Financial Services
  - Operational Services
  - Council Administration & the Office of the CAO.

**Carried**

## **5. Round Table Discussion**

### **Re: 2019 Budget Process Review – What Worked, Areas of Improvement**

Staff provided an overview on areas of improvement identified by staff that include improving threshold on level of detail required for capital project business cases, improving the budget binder by reformatting the sections and order of materials provided, and improving the accuracy and technicality of information provided.

The Committee suggested that departments should provide update on achievements of key deliverables from the previous year and noted that thorough review of information is necessary.

**Moved by Mayor Mrakas**

**Seconded by Councillor Gallo**

1. That the comments and suggestions regarding 2019 Budget Process Review be received and referred to staff for consideration and action as appropriate.

**Carried**

## **6. New Business**

None

## **7. Adjournment**

**Moved by Councillor Gallo**  
**Seconded by Mayor Mrakas**

That the meeting be adjourned at 6:50 p.m.

**Carried**