



---

**ATTENDING**

Chairman John MacKay, Vice Chairperson Heather Hill, Mayor Jeff Cantwell, Councillor Wendy Donovan, Chief Administrative Officer Joshua Pycz, Town Clerk & Director of Financial Services Mike MacLean and Recording Secretary Lorraine Jones

**ABSENT**

Councillor Dan Sparkman

**CALL TO ORDER**

The meeting was called to order at 8:34 a.m.

**1. APPROVAL OF THE AGENDA**

There were no changes to the agenda

**2. APPROVAL OF THE MINUTES OF SEPTEMBER 12, 2013**

The minutes of the September 12 meeting were not available for today's meeting. Approval of these minutes was deferred to the next meeting.

**3. FINANCIAL UPDATE – SECOND QUARTER RESULTS**

**a. INFORMATION REPORT & b. INTERIM FINANCIAL VARIANCE REPORT**

The Director of Financial Services presented the report and reviewed the financial variances with members. Highlights included:

- The Fire Department variances have improved over the previous year.
- The Bylaw Enforcement Department is expected to end the year close to budget.; however, the salary account for next year will need to be increased because the Bylaw Enforcement Officer started two months into the budget year. The Town will be looking into providing a vehicle for the Bylaw Officer this winter (Health and Safety). They will look at a new or used vehicle purchase, sharing an existing Town vehicle and providing a mileage allowance for the use of his own vehicle. Parking revenues have dropped as bylaw enforcement has been focussed on dangerous and unsightly premises It was noted that the Bylaw Enforcement Officer's hours are normally day time; however, he has worked some weekends which is part of his contract

**c. CAPITAL PROJECT SUMMARY REPORT**

It was noted that

- Of the \$3 million budget only \$218,000 has been recorded to The dollars do not reflect where we are in terms of project completion

Items reviewed were

- Street work
- Backhoe
- Town Hall roof
- Decorative street lights
- Street light conversion
- Main Street active corridor
- Linden Avenue parking lot

- 
- Sewer operations/dredging of lagoon
  - Community Services (parks, trails)
  - Wayfinding
  - Bike park
  - Rail trail
  - Recreation Centre flooring

There were questions and discussion regarding scope of work and impact on total project dollars. The CAO and Director of Finance pointed out that the goal is to have design/specifications completed at least one to two years in advance for major infrastructure projects, and that the 2013/14 Capital Budget allocated dollars for this purpose.

#### **e. WATER UTILITY VARIANCE REPORT**

The Director of Financial Services presented a verbal report and could circulate printed copies later to anyone who wanted a copy.

Items highlighted were

- Overall, operation is \$57,000 ahead of budget
- Water and sewer revenues below budget, but not in a ratio consistent with normal expectations. Staff will be reviewing results through the rest of the year to determine if there is an issue with the customer billing process.
- Water consumptions vary each year; the staff will do an analysis of consumption as well as a track the weather
- A rate study is planned for this year; should typically be held every 3-5 years
  - Allocations from Town and Public Works to be reviewed
  - Have to be careful how the rates are set; conservation does not always lead to lower rates
  - Fixed costs need to be recovered;
  - Water rates need to be approved by the Utility and Review Board

#### **d. ACCOUNTS RECEIVABLE UPDATE**

The Director of Financial Services reported that

- There are 7 accounts in total that are within the tax sale threshold per Town Policy
- Interest rates are set by the Town
- There does not seem to be any trend; the properties are mixed
- The Municipal Government Act stipulates the steps to be followed in a tax sale
- There are 8 accounts that are at risk of falling within Tax Sale Policy; if taxes not paid by the end of the year
- Time lines have not been implemented for water charges, disconnects, etc.; a report will be brought back to this Committee
- Next spring should be the target date for tax sales
- A report on business occupancy accounts to be written off will be provided as part of the 2013/14 year end financial process.

---

The Chief Administrative Officer asked to be excused to attend another meeting.

**4. CODE OF CONDUCT FOR COMMITTEE MEMBERS**

This item was deferred to the next meeting because it was felt that the Chief Administrative Officer should be in attendance for the discussion. It was noted that there is a Code of Conduct for Councillors and the Director of Financial Services would check with other units to see that they might have.

**5. APPOINTMENT OF AUDITOR FOR FISCAL 2013-14**

The Director of Financial Services provided a verbal report. He noted that every three years a request for proposals for auditors is sent out. The last request had gone out three years ago and Kent and Duffett were selected as auditor of the 2010/11 fiscal year. A change was made the following year and Grant Thornton conducted the audits of the 2011/12 and 2012/13 fiscal years.

The Town is scheduled to issue an RFP for the 2013/14 financial audit. The Director requested that the RFP be delayed one year. This would provide continuity for both the new Audit Committee and staff who have been working through significant organizational changes over the last year. The one year deferral would allow time to address a number of other operational priorities. In addition, there is an insurance services RFP which is also due to be issued and it was recommended that the insurance RFP proceed as planned.

In response to a question of why the Town changed auditors, it was noted that the change was related to legal issues. If the Committee wished, they could go in camera to discuss further.

It was agreed that an in camera session follow agenda item 8.

**8. DATE OF NEXT MEETING**

The next meeting will be scheduled for a date in January 2014 once the Town Council meeting dates have been established.

**9. ADJOURNMENT TO AN IN CAMERA SESSION**

The regular meeting adjourned to an in camera session at 10:16 a.m.

**10. IN CAMERA SESSION**

a. Legal issue

**11. IN CAMERA SESSION ADJOURNED**

The in camera session adjourned at 10:36 a.m.

**12. REGULAR SESSION RECONVENED**

**13. APPOINTMENT OF AUDITOR FOR FISCAL 2013-14 (cont'd)**

**IT WAS REGULARLY MOVED AND SECONDED THAT THE FIRM GRANT THORNTON BE APPOINTED AS THE TOWN'S AUDITOR FOR THE FISCAL YEAR ENDED MARCH 31, 2014 BASED ON THE TERMS OF THE FIRM'S RESPONSE TO THE OCTOBER 2010 REQUEST FOR PROPOSALS, AND FURTHER, THAT STAFF BE DIRECTED TO ISSUE A NEW REQUEST FOR PROPOSALS IN THE 2014-15 FISCAL YEAR. CARRIED.**



---

**14. REGULAR SESSION ADJOURNED**

The regular session was adjourned.

---

**RECORDING SECRETARY**