



ATTENDING

Chair - Councillor Mercedes Brian, Mayor Jeff Cantwell, Deputy Mayor Wendy Donovan, Heather Hill, John MacKay (via Skype), Director of Financial Services Mike MacLean and Recording Secretary Dan Stovel

ALSO ATTENDING

Interested members of the public

CALL TO ORDER

The meeting was called to order at 1:01 pm.

1. APPROVAL OF AGENDA

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED.

CARRIED

Chair introduced Gordon Joice as the new appointee to the Audit Committee.

2. APPROVAL OF MINUTES OF OCTOBER 23, 2015 AUDIT COMMITTEE MEETING

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE REGULAR MEETING OF OCTOBER 23, 2015 BE APPROVED AS CIRCULATED.

CARRIED

ACTION: AA Corporate Services to post final version of October 23, 2015 Minutes to Town's Website (Audit Committee)

3. BUSINESS FROM PREVIOUS MINUTES:

a. Update on Action Items

- The issue of adding an Appendix for the financial reports was acknowledged by Director Finance and will be included for FY2016/17 report
- Future scheduling will not see Budget Meetings taking place during the same week as Audit Committee meetings
- With regards to appointment of Auditor – the auditor was approved by Council and have been informed
- In terms of Policies, there are policy discussions before the Audit Committee today but the following policies also needed to be highlighted:
 - Charitable Donations Policy (140-013) has moved forward and was approved
 - Community Partnership Program (CPP) Policy is going to Committee of the Whole February 2nd, and covers grants to organizations
 - Tax Exemption Policy is before the Audit Committee today, January 22, 2016
 - Procurement Policy – looking to bring forward at the May 2016 Audit Committee meeting

b. Update on Policy Review:

i. Tax Exemption Policy / Bylaw

- The Town of Wolfville has six (6) existing Tax Exemption Bylaws and one (1) Tax Exemption Policy that exempt or reduce the property taxes for specified properties. Five of the six existing Bylaws can be consolidated into the one Policy.



- Tax Exemptions, other than Day Care can be dealt with through Policy versus having Bylaws for each individual Tax Exemption
- The temporary policy, which expired on December 31, 2015, for L'Arche will be extended until such time as they have an occupancy certificate subsequent to planned major renovation. At the point that L'Arche becomes a functioning building, it will be up to Council to determine how it may or may not fit into the proposed Tax Exemption policy. This will be a decision at a later date

RFD 006-2016

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AUDIT COMMITTEE REFER THE ISSUE OF TAX EXEMPT POLICIES AND BYLAWS TO COMMITTEE OF THE WHOLE FOR REVIEW AND POSSIBLE CONSOLIDATION.

CARRIED

ii. Procurement Policy

- Director Finance updated the Audit Committee that the procurement policy is not yet ready for the Audit Committee and will be brought forward at the May 2016 meeting.

4. NEW BUSINESS

a. Third Quarter (Q3) Variance Report

- Director Finance presented the Third Quarter Variance Update - the quarterly financial update is intended to provide the Audit Committee and Council with an overview of how the Town's financial results are doing in comparison to the budgeted expectations up to the most recent quarter end. Included with the Third Quarter results were year-end forecasts for each division.
- The key to this year's report is the forecast surplus, which is expected to be in excess of \$300,000. An expectation of surplus result had been reported in the Fall as part of the Second Quarter Financial Update. The actual forecast included in the report is higher than expected back in the fall, however, there have been a couple of factors impacting this result.
- These factors include the ongoing vacancy in the Manager of Economic Development position and continued higher than expected Deed Transfer Tax Revenue.
- As an overview, Director Finance discussed the Town's operations, followed by the Capital Project Summary and the Water Utility Summary.

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AUDIT COMMITTEE FORWARD THE INTERIM FINANCIAL REPORT (AS AT DECEMBER 31, 2015) TO COMMITTEE OF THE WHOLE FOR THE FEBRUARY 2, 2016 MEETING.

CARRIED

ACTION: Staff to include the Third Quarter Financial Update and Year End Forecast Information Report on the Agenda for the February 2, 2016 Committee of the Whole meeting.

5. DISCUSSION:

- a. Director Finance indicated that in anticipation of what the agenda will look like for the February Committee of the Whole Meeting, there is a likelihood that the Tax Exemption Policy might move to the March Committee of the Whole meeting



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- b. The Third Quarter Variance will be included in the February Committee of the Whole Meeting agenda because of the importance of having those numbers in the budget document
 - c. Director Finance provided a quick look at outstanding taxes, stating that generally speaking the Town has a better collection record than other municipalities. There have been no significant deterioration of collections at this stage
 - d. The Payroll project has been implemented for January 1, 2016 and is up and running and the Town will be looking at e-billing for the upcoming year and electronic funds transfers as opposed to cheques
 - e. Chair, Councillor Brian, expressed thanks to John MacKay on behalf of the Town and the Committee for his service to the Audit Committee

6. ADJOURNMENT

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MEETING BE ADJOURNED AT 2:28 pm.

CARRIED

The next meeting of the Audit Committee is scheduled for Friday, May 13, 2016.

Approved at the May 13, 2016 Audit Committee Meeting.

As recorded by Dan Stovel, AA Corporate Services