



**AUDIT AND FINANCE STANDING COMMITTEE  
MINUTES  
November 28, 2018**

**PRESENT:** Councillor Bill Karsten, Chair  
Councillor Russell Walker, Vice Chair  
Councillor Stephen D. Adams  
Councillor Steve Craig  
Councillor Lorelei Nicoll

**REGRETS:** Councillor Matt Whitman

**STAFF:** Jacques Dubé, Chief Administrative Officer  
John Traves, Municipal Solicitor  
Jerry Blackwood, Acting Chief Financial Officer  
Krista Vining, Legislative Assistant

*The following does not represent a verbatim record of the proceedings of this meeting.*

*The agenda, reports, supporting documents, information items circulated, and video (if available) are online at [halifax.ca](http://halifax.ca).*

*The meeting was called to order at 10:00 a.m. The Standing Committee convened into In Camera (In Private) at 11:25 a.m. and reconvened in public at 12:15 a.m. The Standing Committee adjourned at 12:21 p.m.*

## **1. CALL TO ORDER**

The Chair called the meeting to order at 10:00 a.m. in Halifax Hall, 2<sup>nd</sup> Floor City Hall, 1841 Argyle Street, Halifax.

## **2. APPROVAL OF MINUTES – October 17, 2018**

MOVED by Councillor Adams, seconded by Councillor Nicoll

**THAT the minutes of October 17, 2018 be approved as circulated.**

**MOTION PUT AND PASSED.**

## **3. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS**

MOVED by Councillor Nicoll, seconded by Councillor Adams

**THAT the agenda be approved as presented.**

**MOTION PUT AND PASSED.**

## **4. BUSINESS ARISING OUT OF THE MINUTES – NONE**

## **5. CALL FOR DECLARATION OF CONFLICT OF INTERESTS – NONE**

## **6. MOTIONS OF RECONSIDERATION – NONE**

## **7. MOTIONS OF RESCISSION – NONE**

## **8. CONSIDERATION OF DEFERRED BUSINESS – NONE**

## **9. NOTICES OF TABLED MATTERS – NONE**

## **10. CORRESPONDENCE, PETITIONS & DELEGATIONS**

### **10.1 Correspondence – None**

### **10.2 Petitions – None**

## **11. INFORMATION ITEMS BROUGHT FORWARD – NONE**

## **12. REPORTS**

### **12.1 AUDITOR GENERAL**

#### **12.1.1 Halifax Transit Bus Maintenance Audit**

The following was before the Standing Committee:

- Auditor General report entitled: Halifax Transit Bus Maintenance Audit, November 2018
- A presentation entitled: Halifax Transit Bus Maintenance Audit

Evangeline Coleman-Sadd Auditor General and Paul Flinn, Audit Director presented their audit of Halifax Transit Prevention Maintenance Program. Highlights were as follows:

- Management of bus maintenance: preventative maintenance program developed informally, formal process going forward
- Good process for scheduling maintenance but one garage consistently late
- Monitoring of preventative maintenance scheduling is adequate
- Warranty management needs improvement

- Six (6) key performance indicators developed, some work still needed
- Tracking staff qualifications
- Capital planning and decision making: short-term capital decision making is reasonable; long-term capital planning reasonable, no asset management strategy
- Management of small equipment and parts inventories: no small equipment inventory, parts inventory levels are monitored, security needs improvements, process for parts warranty claims in development

It was noted that management has accepted all 10 of the Auditor General's recommendations. The Auditor General encouraged the Standing Committee to discuss detailed plans and deadlines to deal with the recommendations with management.

The Standing Committee discussed the Auditor's findings with the Auditor General and Dave Reage, Director of Halifax Transit responding to questions.

## **12.2 FINANCE AND RISK MANAGEMENT**

### **12.2.1 Second Quarter 2018-19 Financial Report**

The following was before the Standing Committee:

- A staff recommendation report dated November 21, 2018
- Staff presentation

Louis de Montbrun, Manager, Financial Planning reported the financials for the second quarter of 2018/19, outlining the general rate surplus, risk and opportunities, project statement, Councillors' funds, recreation area rates, reserves, aged accounts receivable, assessment appeals summary and capital projection summary.

MOVED by Councillor Craig, seconded by Councillor Nicoll

**THAT Audit and Finance Standing Committee forward the Second Quarter 2018/19 Financial Report dated November 21, 2018 to Halifax Regional Council for their information.**

The Standing Committee discussed the second quarter 2018/19 financial report with staff responding to questions. In response to a question raised, it was noted that staff will provide clarification to members of Council on whether the approved funding for sideguards by Regional Council November 27, 2018 would result in a surplus or deficit.

**MOTION PUT AND PASSED.**

## **12.3 INVESTMENT REPORTS – NONE**

### **12.4 STAFF**

#### **12.4.1 Cogswell District Redevelopment 60% Design Review – Funding for Flood Mitigation Measures Adjacent to Karlson's Wharf and Casino Nova Scotia – Supplementary Report**

The following was before the Standing Committee:

- A supplementary staff report dated September 12, 2018

MOVED by Councillor Nicoll, seconded by Councillor Craig

**THAT the Audit and Finance Standing Committee recommend that Halifax Regional Council direct staff to include funding in the amount of \$600,000 for the additional work to the Cogswell District Redevelopment project for flood mitigation measures near the Karlson's Wharf and Casino Nova Scotia sites as part of the 2020/21 capital planning process.**

Members discussed the motion with staff responding to questions. A suggestion was made that the May 2, 2018 staff report that was before Committee of the Whole June 5, 2018 be included in the Standing Committee's report to Regional Council for reference when considering the recommendation.

**MOTION PUT AND PASSED.**

**12.4.2 Councillor Appointments to Boards/Committees**

The following was before the Standing Committee:

- A staff memorandum from the Office of the Municipal Clerk with attached matrix re: nominations to the Executive Standing Committee, Grants Committee, Investment Policy Advisory Committee, and Special Events Advisory Committee for terms to November 2020

Councillor Walker nominated Councillor Karsten to the Executive Standing Committee.

Councillor Adams nominated Councillor Walker to the Grants Committee.

Councillor Adams nominated Councillor Whitman to the Investment Advisory Committee.

Councillor Walker nominated Councillor Adams to the Special Events Advisory Committee.

There being no further nominations, it was MOVED by Councillor Nicoll, seconded by Councillor Adams

**THAT the Audit and Finance Standing Committee recommend that Halifax and Regional Council appoint:**

- 1. Councillor Karsten to the Executive Standing Committee for a term to November 2020;**
  - 2. Councillor Walker to the Grants Committee for a term to November 2020;**
  - 3. Councillor Whitman to the Investment Policy Advisory Committee for a term to November 2020;**
- and**
- 4. Councillor Adams to the Special Events Advisory Committee for a term to November 2020.**

**MOTION PUT AND PASSED.**

**12.4.3 Proposed 2019 Audit and Finance Standing Committee Meeting Schedule**

The following was before the Standing Committee:

- A staff recommendation report dated October 31, 2018

MOVED by Councillor Adams, seconded by Councillor Walker

**THAT the Audit and Finance Standing Committee approve the proposed 2019 meeting schedule as outlined in Attachment 1 of the staff report dated October 31, 2018.**

**MOTION PUT AND PASSED.**

**12.5 GRANTS COMMITTEE – NONE**

**12.6 COMMITTEE MEMBERS – NONE**

**13. MOTIONS – NONE**

**14. IN CAMERA (IN PRIVATE)**

*The Standing Committee may rise and go into a private In Camera session, in accordance with Section 19 of the Halifax Regional Municipality Charter, for the purpose of dealing with the following:*

MOVED by Councillor Adams, seconded by Councillor Walker

**THAT the Audit and Finance Standing Committee convene into In Camera (In Private) to deal with the personal matters.**

**MOTION PUT AND PASSED.**

**14.1.1 PERSONNEL MATTER – Public Nominations to Grants Committee – Private and Confidential Report**

Citizen appointments to boards and committees in keeping with the Public Appointment Policy adopted by Regional Council in August 2011, to be found at [www.halifax.ca](http://www.halifax.ca)

This matter was dealt with In Camera (In Private) and ratified in public as follows:

MOVED by Councillor Nicoll, seconded by Councillor Karsten

**THAT the Audit and Finance Standing Committee recommend that Halifax Regional Council:**

- 1. Approve the three (3) residents' at large nominations to the Grants Committee, for a term to November 30, 2020, as recommended during the In Camera (In Private) session;**
- 2. Approve the alternative nomination for first consideration when/if a vacancy occurs during the term, as recommended during the In Camera (In Private) session;**
- 3. That the names of the successful appointees be released to the public following ratification and notification of applications; and**
- 4. It is further recommended that the November 6, 2018 Private and Confidential staff report not be released to the public.**

**MOTION PUT AND PASSED.**

**14.1.2 PERSONNEL MATTER – Public Nominations to Audit and Finance Standing Committee – Private and Confidential Report**

Citizen appointments to boards and committees in keeping with the Public Appointment Policy adopted by Regional Council in August 2011, to be found at [www.halifax.ca](http://www.halifax.ca)

This matter was dealt with In Camera (In Private) and ratified in public as follows:

MOVED by Councillor Nicoll, seconded by Councillor Karsten

**THAT the Audit and Finance Standing Committee establish an interview panel and conduct interviews with the candidates selected during the In Camera (In Private) session and report back to the Audit and Finance Standing Committee.**

**MOTION PUT AND PASSED.**

**14.1.3 PERSONNEL MATTER – Public Nominations to Investment Policy Advisory Committee – Private and Confidential Report**

Citizen appointments to boards and committees in keeping with the Public Appointment Policy adopted by Regional Council in August 2011, to be found at [www.halifax.ca](http://www.halifax.ca)

This matter was dealt with In Camera (In Private) and ratified in public as follows:

MOVED by Councillor Karsten, seconded by Councillor Nicoll

**THAT the Audit and Finance Standing Committee recommend that Halifax Regional Council:**

- 1. Approve the four (4) residents' at large nominations to the Investment Policy Advisory Committee, for a term to November 30, 2020, as recommended during the In Camera (In Private) session;**
- 2. Approve the alternative nomination for first consideration when/if a vacancy occurs during the term, as recommended during the In Camera (In Private) session;**

- 3. That the names of the successful appointees be released to the public following ratification and notification of applications; and**
- 4. It is further recommended that the November 6, 2018 Private and Confidential staff report not be released to the public.**

**MOTION PUT AND PASSED.**

**14.1.4 PERSONNEL MATTER – Public Nominations to Special Events Advisory Committee – Private and Confidential Report**

Citizen appointments to boards and committees in keeping with the Public Appointment Policy adopted by Regional Council in August 2011, to be found at [www.halifax.ca](http://www.halifax.ca)

This matter was dealt with In Camera (In Private) and ratified in public as follows:

MOVED by Councillor Adams, seconded by Councillor Nicoll

**THAT the Audit and Finance Standing Committee:**

- 1. Ratify the appointments of the Professional Agency Representatives to the Special Events Advisory Committee, as outlined in Attachment 1 of the private and confidential staff report dated November 14, 2018;**
- 2. Appoint the representative, as recommended at the In Camera (In Private) session held on this date, to represent the Business Improvement Districts on the Special Events Advisory Committee for a term to November 30, 2020;**
- 3. Appoint the representative, as recommended at the In Camera (In Private) session held on this date, to represent the Business Tourism Organization sector, to the Special Events Advisory Committee for a term to November 30, 2020;**
- 4. That the names of the successful appointees be released to the public following ratification and notification of applications; and**
- 5. It is further recommended that the November 14, 2018 Private and Confidential staff report not be released to the public.**

**MOTION PUT AND PASSED.**

**15. ADDED ITEMS – NONE**

**16. NOTICES OF MOTION – NONE**

**17. PUBLIC PARTICIPATION**

No members of the public came forward at this time.

**18. ELECTION OF CHAIR AND VICE CHAIR**

Councillor Karsten stepped down as Chair at this time and the Legislative Assistant assumed the Chair.

The Legislative Assistant called for nominators for the position of Chair of the Audit and Finance Standing Committee for 2019.

MOVED by Councillor Adams, seconded by Councillor Karsten

**THAT Councillor Walker be nominated as Chair of the Audit and Finance Standing Committee.**

There being no further nominations, Councillor Walker was declared Chair for 2019.

**MOTION PUT AND PASSED.**

Councillor Walker assumed the Chair and the Legislative Assistant took their seat.

**Audit & Finance Standing Committee Minutes  
November 28, 2018**

The Councillor Walker called for nominators for the position of Vice Chair of the Audit and Finance Standing Committee for 2019.

MOVED by Councillor Karsten, seconded by Councillor Adams

**THAT Councillor Nicoll be nominated as Vice Chair of the Audit and Finance Standing Committee.**

There being no further nominations, Councillor Nicoll was declared Vice Chair for 2019.

**MOTION PUT AND PASSED.**

**19. DATE OF NEXT MEETING – December 3, 2018 at 10 a.m., Halifax Hall, 2<sup>nd</sup> Floor City Hall, 1841 Argyle Street, Halifax (rescheduled from December 19, 2018)**

**20. ADJOURNMENT**

The meeting adjourned at 12:21 p.m.

Krista Vining  
Legislative Assistant