



**AUDIT AND FINANCE STANDING COMMITTEE  
MINUTES  
March 8, 2017**

PRESENT: Councillor Bill Karsten, Chair  
Councillor Matt Whitman  
Councillor Russell Walker  
Councillor Stephen D. Adams  
Councillor Lorelei Nicoll, Vice Chair  
Deputy Mayor Craig  
Mayor Michael Savage

STAFF: Mr. Bruce Fisher, Manager, Financial Policy and Planning  
Ms. Karen Brown, Senior Solicitor  
Ms. Sheilagh Edmonds, Legislative Assistant

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

*The agenda, supporting documents, and information items circulated to the Audit and Finance Standing Committee are available online: <http://www.halifax.ca/boardscom/SCfinance/index.php>*

*The meeting was called to order at 10:06 p.m. and recessed at 11:01 a.m. The Standing Committee convened in camera at 11:08 a.m. and adjourned in camera at 11:17 a.m. The Standing Committee reconvened at 11:18 a.m. and adjourned at 11:22 a.m.*

**1. CALL TO ORDER**

The Chair called the meeting to order at 10:06 a.m.

**2. APPROVAL OF MINUTES – December 7, 2016**

MOVED by Councillor Whitman, seconded by Mayor Savage

**THAT the minutes of December 7, 2016 be approved.**

**MOTION PUT AND PASSED.**

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

Additions:

At the request of the Chair, the Committee agreed to move agenda item 12.1.4 to be dealt with prior to item 12.1.1.

MOVED by Councillor Nicoll, seconded by Councillor Adams

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

**MOTION PUT AND PASSED.**

**4. BUSINESS ARISING OUT OF THE MINUTES - NONE**

**4.1 Approval of the 2017 Meeting Schedule**

The following was before the Standing Committee:

- A report dated January 9, 2017 submitted from the Legislative Assistant

MOVED by Councillor Whitman, seconded by Councillor Craig

**That the Audit and Finance Standing Committee approve the Meeting Schedule for 2017 as presented in Attachment A of the January 9, 2017 staff report.**

**MOTION PUT AND PASSED.**

**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 - NONE**

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

**12. REPORTS**

**12.1 STAFF**

**12.1.4 Audit of the Consolidated Financial Statements of HRM**

The following was before the Standing Committee:

- A staff recommendation report dated February 27, 2017.

Mr. Carey Blair, CPA, CA, with KPMG addressed the Committee and provided an overview of KPMG's audit of HRM's consolidated financial statement for the year ended March 31, 2017.

MOVED by Mayor Savage, seconded by Councillor Nicoll

**That the Audit & Finance Standing Committee approve the Audit Planning report for the year-end audit of HRM's consolidated financial statements as prepared by the Municipal Auditor (KPMG), and attached to the February 27, 2017 staff report.**

**MOTION PUT AND PASSED.**

**12.1.1 Budget Increase to CVD01087 – Fleet Vehicle Replacement**

The following was before the Standing Committee:

- A staff recommendation report dated January 12, 2017

MOVED by Councillor Walker, seconded by Councillor Whitman

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

- 1. Approve an increase to Project Account CVD01087 – Fleet Vehicle Replacement in the amount of \$165,815; and**
- 2. Approve an unbudgeted withdrawal in the amount of \$129,906 from the Obligation Reserve, Fleet Vehicles and Equipment reserve Q531, as outlined in the Financial Implications section of the January 12, 2017 staff report.**

Mr. Bruce Fisher and Mr. Bruce Zvaniga, Director of Transportation and Public Works responded to questions.

**MOTION PUT AND PASSED.**

**12.1.2 Write-off of Uncollectible Accounts**

The following was before the Standing Committee:

- A staff recommendation report dated February 20, 2017.

MOVED by Councillor Nicoll, seconded by Councillor Adams

**THAT**

- 1. The Audit and Finance Standing Committee forward the February 20, 2017 staff report to HRM Regional Council for approval;**
- 2. The Audit and Finance Standing Committee forward the private and confidential In Camera report "Write-off of Uncollectible Account - Details" to HRM Regional Council as a In Camera Information Report, and that the report not be released to the public;**

3. **The real property tax accounts in the amount of \$33,768.43 comprised of \$24,742.50 principal and \$9,025.93 interest as summarized in Schedule 1 be formally written out of the books of account;**
4. **The general revenue accounts in the amount of \$19,128.58 comprised of \$17,898.49 principal and \$1,230.09 interest as summarized in Schedule 1 be formally written out of the books of account;**
5. **The recreation accounts in the amount of \$20,083.42 comprised of \$20,083.42 principal and \$0.00 interest as summarized in Schedule 1 be formally written out of the books of account;**

Mr. Jerry Blackwood, Manager of Revenue, Treasurer responded to questions, providing the following clarification:

- The names of the individuals associated with uncollected accounts are not published in accordance with the Privacy Act. This is based on advice from the Municipal Solicitor – the Committee receives an in camera 'detail' report in this regard.
- With regard to uncollectable accounts at HRM's recreation centres, Finance staff have held discussions with staff of the recreation centres about assisting them in an advisory capacity with regard to their corporate collections.
- External collection agencies, typically, are contracted for collections of the lower dollar amounts—HRM does not pay the agency unless they are able to collect the outstanding money.

**MOTION PUT AND PASSED.**

#### **12.1.3 Third Quarter 2016/2017 Financial Report**

The following was before the Standing Committee:

- A staff recommendation report dated February 24, 2017.

Mr. Louis de Montbraun, Manager, Financial Reporting, addressed the Committee and provided an overview of the Third Quarter Financial Report for 2016/2017. Prior to his presentation he clarified an error in the staff report, noting that was incorrectly dated 2016.

MOVED by Mayor Savage, seconded by Councillor Nicoll

**THAT the Audit and Finance Standing Committee forward the Third Quarter 2016/2017 Financial Report to Regional Council for their information.**

**MOTION PUT AND PASSED.**

Deputy Mayor Craig retired from the meeting at 10:55 a.m.

#### **12.1.4 Audit of the Consolidated Financial Statements of HRM**

This item was dealt with earlier in the meeting. See page 3.

**12.2 INVESTMENT REPORTS: NONE**

**12.3 AUDITOR GENERAL: NONE**

**12.4 STAFF:**

#### **12.4.1 Appointment to the Special Events Advisory Committee (Vice Chair)**

The following was before the Standing Committee:

- A motion memo submitted from the Municipal Clerk's Office.

MOVED by Councillor Whitman, seconded by Councillor Nicoll

**THAT the Audit and Finance Standing Committee appoint Councillor Mancini as Vice Chair of the Special Events Advisory Committee for a term to November 2018.**

**MOTION PUT AND PASSED.**

**12.5 GRANTS COMMITTEE: NONE**

**12.6 SPECIAL EVENTS ADVISORY COMMITTEE:**

**12.6.1 Review of Administrative Order 2014-020-GOV – Respecting Marketing Levy Special Event Reserve Grants**

The following was before the Standing Committee:

- A recommendation report dated February 23, 2017.

MOVED by Councillor Walker, seconded by Councillor Whitman

**That the Audit and Finance Standing Committee request staff to hold a workshop with the Special Events Advisory Committee to discuss possible revisions to Administrative Order 2014-020-GOV Respecting Marketing Levy Special Event Reserve Grants, and to report back to the Audit and Finance Standing Committee with proposed amendments.**

In response to a question for clarification on the request, Ms. Denise Schofield, Manager, Program Support Services explained that the Committee has noted a few things in the Administrative Order that it wants to discuss in a workshop with staff and explore potential amendments. She added that, since the Committee reports to Audit and Finance, and that the Committee's terms of reference doesn't speak to the policy direction, approval from Audit and Finance is required in order to enable the workshop.

**MOTION PUT AND PASSED.**

**13. MOTIONS - NONE**

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

The Committee did not convene in camera to deal with the following item.

**14.1 Property Matter:**

**14.1.1 Industrial Lot Re-Purchase**

The following was before the Standing Committee:

- A private and confidential staff recommendation report dated January 27, 2017.

MOVED by Councillor Nicoll, seconded by Councillor Walker

**That the Audit and Finance Standing Committee recommend Halifax Regional Council approve the recommendation as outlined in the Private and Confidential staff recommendation report dated January 27, 2017.**

**MOTION PUT AND PASSED.**

The Committee convened in camera at 11:01 a.m. to deal with the following items, and reconvened at 11:18 a.m. to ratify the motions from in camera as follows:

**14.2 Personnel Matter:**

**14.2.1 Citizen Nominations the Investment Policy Advisory Committee**

The following was before Council:

- A private and confidential recommendation report dated February 27, 2017.

MOVED by Councillor Walker, seconded by Councillor Nicoll

**That the Audit and Finance Standing Committee recommend Regional Council approve the four (4) Citizens at Large nominations to the Investment Policy Advisory Committee for a term to November 2018, as recommended at the In Camera (In Private) session held on this date.**

**MOTION PUT AND PASSED.**

**14.2.2 Citizen Nominations the Grants Committee**

The following was before Council:

- A private and confidential recommendation report dated February 24, 2017.

MOVED by Councillor Nicoll, seconded by Councillor Whitman

**That the Audit and Finance Standing Committee recommend Regional Council approve the two (2) Citizens at Large nominations to the Grants Committee for a term November 2017, and the three (3) Citizens at Large nominations to the Grants Committee for a term to November 2018, as recommended in the In Camera (In Private) session held on this date.**

**MOTION PUT AND PASSED.**

**14.2.3 Citizen Nominations the Special Events Advisory Committee**

The following was before Council:

- A private and confidential recommendation report dated February 27, 2017.

MOVED by Councillor Whitman, seconded by Councillor Walker

**That the Audit and Finance Standing Committee recommend Regional Council ratify the appointments of the Professional Agency Representatives to the Special Events Advisory Committee, as recommended in the In Camera (In Private) session held on this date.**

**MOTION PUT AND PASSED.**

**15. ADDED ITEMS - NONE**

**16. NOTICES OF MOTION - NONE**

**17. PUBLIC PARTICIPATION - NONE**

**18. DATE OF NEXT MEETING – April 19, 2017**

**19. ADJOURNMENT**

The meeting adjourned at 11:22 a.m.

Sheilagh Edmonds  
Legislative Assistant

