



**AUDIT AND FINANCE STANDING COMMITTEE
MINUTES
March 27, 2019**

PRESENT: Councillor Russell Walker, Chair
Councillor Lorelei Nicoll, Vice Chair
Councillor Bill Karsten
Councillor Matt Whitman
Councillor Stephen D. Adams

REGRETS: Councillor Steve Craig

STAFF: Jacques Dubé, Chief Administrative Officer
John Traves, Municipal Solicitor
Jane Fraser, 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.

The Audit and Finance Standing Committee meeting was called to order at 10:45 a.m. The Standing Committee convened into In Camera (In Private) at 11:12 a.m. and reconvened in public at 11:28 a.m. The Standing Committee adjourned at 11:30 a.m.

1. CALL TO ORDER

The Chair called the Audit and Finance Standing Committee meeting to order at 10:45 a.m.

2. APPROVAL OF MINUTES – February 20, 2019

MOVED by Councillor Nicoll, seconded by Councillor Karsten

THAT the minutes of February 20, 2019 be approved as circulated.

MOTION PUT AND PASSED.

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

MOVED by Councillor Whitman, seconded by Councillor Karsten

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 – NONE

12.2 FINANCE AND RISK MANAGEMENT – NONE

12.3 INVESTMENT REPORTS – NONE

12.4 STAFF

12.4.1 Award – Tender 18-159 - New St. Andrew's Community Centre

The following was before the Standing Committee:

- A staff recommendation report dated February 19, 2019

MOVED by Councillor Karsten, seconded by Councillor Adams

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

- 1. Approve an unbudgeted withdrawal in the amount of \$480,000 (net HST included), from the Capital Fund Reserve, Q526;**
- 2. Increase 2018/2019 Capital Project Number CB000011 – St. Andrew’s Community Centre Renovation by \$480,000 (net HST Included); and**
- 3. Award Tender No. 18-159, New St. Andrew’s Community Centre, to the lowest bidder meeting specifications, PCL Constructors Canada Inc., at a cost of \$10,334,743 (net HST included) with funding from Project Account No. CB000011 – St. Andrew’s Community Centre Renovations and Project Account No. CBX01162 Environmental Remediation/Building Demolition, as outlined in the Financial section of the staff report dated February 19, 2019.**

The Standing Committee discussed the motion with staff responding to questions. Concern was raised with not having a fee breakdown. The Standing Committee asked for a list of commitments for the Capital Fund Reserve, which staff will provide.

MOTION PUT AND PASSED.

12.4.2 Funding Request – Terence Bay Community Hall Association: Proposed Contribution Agreement

The following was before the Standing Committee:

- A supplementary staff report dated February 27, 2019

MOVED by Councillor Adams, seconded by Councillor Whitman

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

- 1. Approve the transfer of \$75,000 from Operating Account M310-8004 to the General Contingency Reserve Q421 in fiscal year 2018-19;**
- 2. Approve provision of a one-time capital contribution in the amount of \$75,000 to the Terence Bay Community Hall Association towards capital improvements and upgrades to 80 Sandy Cove Road, Terence Bay, to be funded as a withdrawal from the General Contingency Reserve Q421 in fiscal year 2019-20; and**
- 3. Authorize the Chief Administrative Officer, or his designate, to negotiate, enter into and execute a Contribution Agreement on behalf of the Municipality with the Terence Bay Community Hall Association substantially in the same form as the draft Contribution Agreement included as Attachment 1 of the supplementary staff report dated February 27, 2019, and otherwise acceptable to the Chief Administrative Officer.**

MOTION PUT AND PASSED.

12.4.3 Write-off of Uncollectable Accounts

The following was before the Standing Committee:

- A staff recommendation report dated February 20, 2019

This matter was voted on in public. The Standing Committee convened In Camera (In Private) to receive further information on Recommendation 2.

MOVED by Councillor Adams, seconded by Councillor Karsten

THAT the Audit and Finance Standing Committee:

- 1. Forward the staff report dated February 20, 2019 to HRM Regional Council for approval;**

2. Forward the private and confidential In Camera report “Write-off of Uncollectible Account – Details” to HRM Regional Council as an In Camera Information Report, and that the report not be released to the public;
3. The real property tax accounts in the amount of \$843.53 comprised of \$768.71 principal and \$74.82 interest as summarized in Schedule 1 be formally written out of the books of account;
4. The general revenue accounts in the amount of \$8,602,318.07 comprised of \$8,602,306.12 principal and \$11.95 interest as summarized in Schedule 1 be formally written out of the books of account; and
5. The recreation accounts in the amount of \$2,033.94 comprised of \$2,033.94 principal and \$0.00 interest as summarized in Schedule 1 be formally written out of the books of account.

The Standing Committee discussed the motion with staff responding to questions.

MOVED by Councillor Whitman, seconded by Councillor Nicoll

THAT this matter be deferred until the personnel matter with respect to recommendation #2 has been discussed In Camera (In Private).

MOTION TO DEFER PUT AND PASSED.

Upon reconvening into public, the main motion was voted on.

MOTION PUT AND PASSED.

12.4.4 Increase to Contract award 16-047 WSP Canada Inc Prime Design Services for Cogswell Redevelopment Program

The following was before the Standing Committee:

- A staff recommendation report dated March 12, 2019

MOVED by Councillor Karsten, seconded by Councillor Nicoll

THAT the Audit and Finance Standing Committee recommend that Halifax Regional Council authorize a reallocation of funds from the WSP contract to purchase order # 2070765948. The balance of the funds in the contract will be used for contract management services as per the original contract award.

The Standing Committee discussed the motion with staff responding to questions on the Request for Proposal (RFP) and the contract with WSP.

MOTION PUT AND PASSED.

12.5 GRANTS COMMITTEE – NONE

12.6 COMMITTEE MEMBERS – NONE

13. MOTIONS – NONE

14. IN CAMERA (IN PRIVATE)

Council 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 Karsten, seconded by Councillor Whitman

THAT the Audit and Finance Standing Committee convene into In Camera (In Private) to discuss a personnel matter – write-off uncollectable accounts (Item 12.4.3, Recommendation 2).

MOTION PUT AND PASSED.

Private and Confidential Information Items

1. Private and Confidential In Camera (In Private) Information Report – re: Write-off Uncollectable Accounts - Detail

15. ADDED ITEMS – NONE

16. NOTICES OF MOTION – NONE

17. PUBLIC PARTICIPATION

No members of the public came forward at this time.

18. DATE OF NEXT MEETING – April 17, 2018 at 10:00 a.m., Council Chamber, 3rd Floor City Hall, 1841 Argyle Street, Halifax

19. ADJOURNMENT

The meeting adjourned at 11:30 a.m.

Krista Vining
Legislative Assistant