



**AUDIT AND FINANCE STANDING COMMITTEE  
SPECIAL MEETING  
MINUTES  
January 21, 2020**

PRESENT: Councillor Russell Walker, Chair  
Councillor Lorelei Nicoll, Vice Chair  
Councillor Bill Karsten  
Councillor Stephen Adams  
Councillor Matt Whitman  
Councillor Paul Russell  
Mayor Mike Savage

STAFF: John Traves, Municipal Solicitor  
Jane Fraser, Chief Financial Officer  
Jacques Dubé, Chief Administrative Officer  
Liam MacSween, A/Deputy Clerk  
Robyn Dean, 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 10:03 a.m. The Standing Committee moved into an In Camera (In Private) session at 10:38 a.m. and reconvened in public at 11:15 a.m. The meeting adjourned at 11:25 a.m.*

**1. CALL TO ORDER**

Mayor Savage called the meeting to order at 10:03 a.m.

**ELECTION OF CHAIR AND VICE CHAIR**

Mayor Savage called for nominations for the position of Chair of the Audit and Finance Standing Committee.

MOVED by Councillor Adams, seconded by Councillor Whitman

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

**MOTION PUT AND PASSED.**

The Mayor called three times for any further nominations. There being none, it was:

MOVED by Councillor Nicoll, seconded by Councillor Whitman

**THAT nominations for the position of Chair be closed.**

**MOTION PUT AND PASSED.**

The Mayor declared Councillor Walker Chair of the Audit and Finance Standing Committee.

Councillor Walker then assumed the Chair and called for nominations for the position of Vice Chair of the Audit and Finance Standing Committee.

MOVED by Councillor Karsten, seconded by Councillor Whitman

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

**MOTION PUT AND PASSED.**

The Chair called three times for any further nominations. There being none, it was:

MOVED by Councillor Adams, seconded by Councillor Nicoll

**THAT nominations for the position of Vice Chair be closed.**

**MOTION PUT AND PASSED.**

The Chair declared Councillor Nicoll the Vice Chair of the Audit and Finance Standing Committee.

**2. APPROVAL OF MINUTES – November 20, 2019**

MOVED by Councillor Whitman, seconded by Councillor Nicoll

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

**MOTION PUT AND PASSED.**

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

The Standing Committee agreed to conduct the In Camera (In Private) portion of the meeting immediately following item 12.1.1. It was also agreed to move item 12.2.1 and 12.2.3 to just before item 12.1.1.

MOVED by Councillor Nicoll, seconded by Councillor Adams

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

Two-third majority vote required.

**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**

The Legislative Assistant noted that correspondence was received for item 12.2.3. This correspondence was circulated to the Standing Committee.

#### **10.2 Petitions – None**

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

### **12. REPORTS**

#### **12.1 AUDITOR GENERAL**

##### **12.1.1 HRM's New Website Project**

The following was before the Standing Committee:

- A report dated January 2020
- A presentation entitled "Audit of HRM's New Website Project"

Evangeline Colman-Sadd, Auditor General, gave a brief overview of HRM's new website project. The Auditor General noted that the website launched with outstanding issues impacting functionality, specifically that the online parking ticket payment system was not adequately tested.

Paul Flinn, Audit Director, went into a more detailed review of the results of the audit. Flinn noted that the HRM use testing identified several issues including broken links and missing pages. It was also noted that two senior managers had not signed off on website testing prior to its launch. Additionally, the Steering Committee was not involved in the final approval of the website launch. Flinn went on to say that ICT had effectively planning the website project by identifying roles and responsibilities, documenting potential risks, and monitoring project progress. Furthermore, the contract with the website vendor included terms and conditions that protected HRM and the selection of the vendor was fair and consistent with HRM Procurement Policy.

The Auditor General closed the discussion with a review of the recommendation provided to staff, which was to design and execute adequate testing plans for a new parking ticket payment system. It was also confirmed that the Office of the Auditor General would be following-up on this recommendation in eighteen (18) months as per policy.

## 12.2 STAFF

### 12.2.1 Investing in Canada Contribution Agreement: Herring Cove Phase 2B

The following was before the Standing Committee:

- A staff recommendation report dated September 16, 2019

MOVED by Councillor Adams, seconded by Mayor Savage

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

**1. Authorize the Mayor and Municipal Clerk to sign the attached Contribution Agreement with the Minister of Municipal Affairs, to receive \$5,778,522.00 in funding for the Herring Cove Water and Wastewater Servicing project, Phase 2B.**

**2. Increase capital account CS000001 – Herring Cove Servicing Phase 2B by \$5,778,522.00 with funding from the Investing in Canada Infrastructure Program.**

**3. Increase capital account CS000001 – Herring Cove Servicing Phase 2B by \$2,101,639 with funding from a Local Improvement Charge (LIC).**

**MOTION PUT AND PASSED.**

### 12.2.2 Investment Activities – Quarter Ending September 30, 2019

The following was before the Standing Committee:

- A staff recommendation report dated December 9, 2019

MOVED by Councillor Whitman, seconded by Councillor Nicoll

**THAT the Audit and Finance Standing Committee forward this report to Halifax Regional Council as an information item.**

**MOTION PUT AND PASSED.**

### 12.2.3 Dartmouth Family Centre Grant Request

The following was before the Standing Committee:

- A staff recommendation report dated November 7, 2019

MOVED by Mayor Savage, seconded by Councillor Karsten

**THAT the Audit & Finance Committee recommend that Regional Council:**

**1. Approve a one-time contribution to the Dartmouth Family Centre in the amount of \$55,000 from the General Contingency Reserve Q421 to fund the design and construction of an outdoor play/programming area in association with the society's community food centre at the Primrose Plaza, 6 Primrose Street, Dartmouth, conditional upon (i) written confirmation from the property owner of permission to the Dartmouth Family Centre to install an outdoor play/programming area for the Centre on the land for a minimum term of five (5) years; and (ii) the execution of a Contribution Agreement between HRM and the Dartmouth Family Centre; and**

**2. Direct the CAO to negotiate and enter into a Contribution Agreement with the Dartmouth Family Centre in the amount of \$55,000.00 for the design and construction of an outdoor play/programming area in association with the society's community food centre as set out in the discussion section of this report, which shall be substantially of the same form as in Attachment 1 of this report.**

Mayor Savage commended the work done by the staff at the Dartmouth Family Centre and the good they have done for the community. It was also noted that a private donor offered to match HRM funding for this project. Mayor Savage put forward an amendment to increase HRM's contribution amount from \$55,000 to \$80,000. In response to questions from the Standing Committee, Peta-Jane Temple, Team Lead, clarified that the additional \$35,000 would be used to fund kitchen equipment, appliances, and/or fixtures.

MOVED by Mayor Savage, seconded by Councillor Whitman

**THAT the motion be amended to increase HRM's contribution amount from \$55,000 to \$80,000.**

**MOTION TO AMEND PUT AND PASSED.**

The motion before the Standing Committee now reads:

MOVED by Mayor Savage, seconded by Councillor Whitman

**THAT the Audit & Finance Committee recommend that Regional Council:**

- 1. Approve a one-time contribution to the Dartmouth Family Centre in the amount of \$80,000 from the General Contingency Reserve Q421 to fund the design and construction of an outdoor play/programming area and to assist with costs associated with kitchen appliances and kitchen equipment in association with the society's community food centre at the Primrose Plaza, 6 Primrose Street, Dartmouth, conditional upon (i) written confirmation from the property owner of permission to the Dartmouth Family Centre to install an outdoor play/programming area for the Centre on the land for a minimum term of five (5) years; (ii) the execution of a Contribution Agreement between HRM and the Dartmouth Family Centre; and (iii) the contribution being matched by a private donor.**
- 2. Direct the CAO to negotiate and enter into a Contribution Agreement with the Dartmouth Family Centre in the amount of \$80,000.00 for the design and construction of an outdoor play/programming area and to assist with costs associated with kitchen appliances and kitchen equipment in association with the society's community food centre as set out in the discussion section of this report, which shall be substantially of the same form as in Attachment 1 of this report.**

**MOTION AS AMENDED PUT AND PASSED.**

#### **12.2.4 2019 Solar City Program Update**

The following was before the Standing Committee:

- A staff recommendation report dated October 28, 2019

MOVED by Councillor Karsten, seconded by Councillor Nicoll

**THAT the Audit and Finance Standing Committee recommend that Halifax Regional Council approve an increase to the gross budget for capital account CD990005 – Solar City Program by \$9,000,000, with repayment received from Solar City Participants for no net impact to the overall budget.**

**MOTION PUT AND PASSED.**

#### **12.3 GRANTS COMMITTEE**

##### **12.3.1 Tax Relief for Non-Profit Organizations Program: Fiscal Year 2019-2020. Part 3 – Proposed Amendments to Schedules**

The following was before the Standing Committee:

- A staff recommendation report dated December 3, 2019

MOVED by Councillor Nicoll, seconded by Councillor Whitman

**THAT the Audit and Finance Standing Committee recommend that Regional Council approve:**  
**1. Reinstatement of Abenaki Aquatic Club, 20A-22 Swanton Drive, Dartmouth and the Senobe Aquatic Club, 8 Nowlan Street and a Portion of PID#00636290 Prince Albert Road, Dartmouth to Schedule 26, effective April 1, 2019, at a combined estimated cost of \$21,948 from Operating Account M311-8006;**

2. Reinstatement of the Atlantic Division Association: Canoe-Kayak Canada, 34 Boathouse Lane, Dartmouth to Schedule 27, effective April 1, 2019, at an estimated cost of \$5,255 from Operating Account M311-8006;
3. Removal of ABC Housing Cooperative Limited, 1F Arklow Drive, Dartmouth, from Schedule 30, effective April 1, 2019, at an estimated saving of \$323 to the tax relief program;
4. A grant equivalent to the award previously received under the tax relief program to the Association of Special Needs Recreation, 82 Cobblestone Lane, Musquodoboit Harbour; Sackville NS Lions Club, 101 Beaver Bank Road, Beaver Bank; and the South End Daycare, 5594 Morris Street, Halifax, at a combined total estimated cost of \$29,801 from Operating Account M311-8006;
5. Minor housekeeping corrections to Schedule 26; and
6. Adopt the amendments to Administrative Order 2014-001-ADM as set out in Attachments A, B and C in Attachment 2 of the staff report dated November 7, 2019 report and replace Schedules 26, 27 and 30 of the Administrative Order.

**MOTION PUT AND PASSED.**

**12.4 COMMITTEE MEMBERS – NONE**

**13. MOTIONS – NONE**

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

MOVED by Mayor Savage, seconded by Councillor Nicoll

**THAT the Standing Committee convene In Camera (In Private) to discuss the property matter.**

**MOTION PUT AND PASSED.**

**14.1 PROPERTY MATTER – *Private and Confidential Report***

This matter was dealt with In Camera (In Private). No further action taken.

**14.2 PERSONNEL MATTER – *Private and Confidential Report***

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

MOVED by Mayor Savage, seconded by Councillor Whitman

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

1. Adopt the recommendations as outlined in the private and confidential report dated December 16, 2019; and
2. Not release the private and confidential staff report dated December 16, 2019 to the public.

**MOTION PUT AND PASSED.**

**14.3 PERSONNEL MATTER – *Private and Confidential Report***

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

MOVED by Mayor Savage, seconded by Councillor Karsten

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

1. Adopt the recommendations as outlined in the private and confidential report dated December 16, 2019; and
2. Not release the private and confidential staff report dated December 16, 2019 to the public.

**MOTION PUT AND PASSED.**

**14.4 PERSONNEL MATTER – *Private and Confidential Report***

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

MOVED by Mayor Savage, seconded by Councillor Whitman

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

- 1. Adopt the recommendations as outlined in the private and confidential report dated December 16, 2019; and**
- 2. Not release the private and confidential staff report dated December 16, 2019 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. DATE OF NEXT MEETING – February 19, 2020**

**19. ADJOURNMENT**

The meeting was adjourned at 11:25 a.m.

Robyn Dean  
Legislative Assistant