

COMMITTEE MINUTES

Committee Members:

Councillor L. Journal, Chair
Councillor J. Earle
Councillor N. Lavergne
Member C. Drake
Mayor J. Baker, Ex-Officio

Others:

Councillor C. Wales
Councillor M. Wren

Staff:

D. Dick, Director of Corporate Services
S. MacDonald, City Clerk (Recording Secretary)
M. Pascoe Merkley, Interim City Manager

The Chair called the meeting to order at 4:30 pm.

1. **Disclosure of Interest**

Nil.

2. **Delegations and Presentations**

1. Youth Friendly Community Designation Application
(Councillor Bursey)

Councillor Bursey explained that the Youth Friendly Community Designation application process has been a three year project. He thanked YAC members Melissa Boulton, Hillary Geneau and Jenn Hodgson for their dedication to see this application completed.

3. **Staff Reports**

1. 2019-008-01
Youth Advisory Committee Update Terms of Reference

Moved by: Councillor Lavergne

THAT Council approve the amendments to the Youth Advisory Committee Terms of Reference; and

THAT the necessary bylaw be enacted.

For: Member Drake, Councillors Earle, Lavergne and Journal and Mayor Baker
Against: Nil.

CARRIED 5-0

2. 2019-009-01
Temporary Borrowing By-law

Moved by: Councillor Earle

THAT Council hereby authorizes the passing of a Temporary By-Law providing for the Mayor and the Treasurer to borrow temporary working capital, as may be required for the Current Fund Operations, of up to \$5,000,000 for the year 2019; and

THAT the necessary by-law be enacted.

For: Member Drake, Councillors Earle, Lavergne and Journal and Mayor Baker
Against: Nil.

CARRIED 5-0

3. 2019-010-01
Delegate the Clerk as Head for MFIPPA

Moved by: Member Drake

THAT Council approve the delegation of the Clerk, as Head, for the purposes of the Municipal Freedom of Information and Privacy of Protection Act (MFIPPA); and

THAT the necessary By-law be enacted.

For: Member Drake, Councillors Earle, Lavergne and Journal and Mayor Baker

Against: Nil.

CARRIED 5-0

4. 2019-011-01
2018 Interim Variance as at December 31, 2018

Moved by: Mayor Baker

THAT Council receives the Variance Report for the period ended December 31, 2018 for information purposes.

For: Member Drake, Councillors Earle, Lavergne and Journal and Mayor Baker

Against: Nil.

CARRIED 5-0

4. **New Business from Committee Members**

1. KPMG Tunnel Audit Recommendations
(Member Drake)

Moved by: Member Drake

THAT this matter be referred to staff to report on the implementation status of the recommendations outlined in the KPMG Tunnel Audit at the next FAC meeting.

CARRIED

2. Capital Projects Status Reports
(Member Drake)

Moved by: Member Drake

THAT the Finance and Administration Committee place on each monthly agenda a task item to review all Capital Projects Status Reports, including project financial variances.

For: Member Drake, Councillors Earle, Lavergne and Journal and Mayor Baker
Against: Nil.

CARRIED 5-0

3. Financial Oversight Discussion
(Councillor Journal)

It is proposed that this discussion be slated for the February FAC meeting.

Councillor Journal hopes that the financial oversight policies would consider the recommendations in the KPMG report. He also envisioned a document that would be given to organizations when looking at funding; it would also include some principles when funding organizations, provide guidance for in-kind contributions and should take into account dollar thresholds.

Mayor Baker would like Finance department to review variance

process and make recommendations on improving the reporting and process.

Councillor Journal encourages organizations or groups who might be seeking funding from the City over the next year to provide views and feedback to proper principles.

4. Financial Oversight Discussion
Principles and Processes for Outside Committees and Projects
(Councillor Journal)

The Committee will discuss the establishment of financial oversight principles and processes for outside committees and projects (when city funds are being used). This matter will be discussed at the February FAC meeting.

5. Review of Council Remuneration
(Councillor Journal)

This matter was withdrawn at this time.

5. **FAC - Consent Agenda**

Moved by: Councillor Lavergne

THAT the following items as recommended by the Finance and Administration Committee be placed on the Consent Agenda:

1. 2019-008-01
Youth Advisory Committee Update Terms of Reference
2. 2019-009-01
Temporary Borrowing By-law
3. 2019-010-01
Delegate the Clerk as Head for MFIPPA
4. 2019-011-01
2018 Interim Variance as at December 31, 2018

CARRIED

6. Media Question Period

7. Adjournment

Moved by: Councillor Lavergne

THAT the Finance and Administration Committee adjourn its meeting until the next regular meeting scheduled for February 19, 2019.

CARRIED

The meeting adjourned at 6:04 pm.