



**Town of Aurora
Finance Advisory Committee
Meeting Agenda**

Date: December 7, 2021
Time: 5:45 p.m.
Location: Video Conference

Pages

1. Procedural Notes

This meeting will be held electronically as per Section 19. i) of the Town's Procedure By-law No. 6228-19, as amended, due to the COVID-19 situation, and will be live streamed on the [Town's YouTube Channel](#).

2. Approval of the Agenda

3. Declarations of Pecuniary Interest and General Nature Thereof

4. Receipt of the Minutes

4.1. Finance Advisory Committee Meeting Minutes of October 12, 2021

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That the Finance Advisory Committee meeting minutes of October 12, 2021, be received for information.

5. Delegations

Note: Anyone wishing to provide comment on an agenda item is encouraged to visit www.aurora.ca/participation for guidelines on electronic delegation.

6. Matters for Consideration

6.1. Memorandum from Manager, Financial Management; Re: 2022 Draft Work Plan for the Finance Advisory Committee

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1. That the memorandum regarding 2022 Draft Work Plan for the Finance Advisory Committee be received; and
2. That the 2022 Draft Work Plan for the Finance Advisory Committee be approved.

7. New Business

8. Adjournment



**Town of Aurora
Finance Advisory Committee
Meeting Minutes**

Date: Tuesday, October 12, 2021
Time: 5:45 p.m.
Location: Video Conference

Committee Members: Councillor Harold Kim (Chair)
Mayor Tom Mrakas
Councillor Michael Thompson

Other Attendees: Councillor Rachel Gilliland
Doug Nadorozny, Chief Administrative Officer
Rachel Wainwright-van Kessel, Director, Finance
Eliza Bennett, Acting Manager, Corporate Communications
Tracy Evans, Advisor, Financial Management
Jason Gaertner, Manager, Financial Management
MaryBeth Meszaros, Procurement Consultant
Linda Bottos, Council/Committee Coordinator

1. Procedural Notes

This meeting was held electronically as per Section 19. i) of the Town's Procedure By-law No. 6228-19, as amended, due to the COVID-19 situation.

The Chair called the meeting to order at 5:46 p.m.

2. Approval of the Agenda

Moved by Mayor Mrakas

Seconded by Councillor Thompson

That the agenda as circulated by Legislative Services be approved.

Carried

3. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

4. Receipt of the Minutes

4.1 Finance Advisory Committee Meeting Minutes of September 27, 2021

Moved by Councillor Thompson

Seconded by Mayor Mrakas

That the Finance Advisory Committee meeting minutes of September 27, 2021, be received for information.

Carried

5. Delegations

None.

6. Matters for Consideration

6.1 Memorandum from Senior Financial Management Advisor; Re: Fiscal Strategy Strategic Action Plan

Staff provided an overview of the memorandum and the Committee expressed support for the proposed Fiscal Strategy Strategic Action Plan overall. The Committee inquired about the policy approval process and recommended that Council be given opportunities to provide input on the development of policies, and staff provided clarification. The Committee referred to Appendix A of the staff report and suggested the existing master, strategic plans and studies should be harmonized with the Town's Strategic Plan, along with the roles and responsibilities of staff and Council, toward clarity on the objectives of the Corporation. Staff provided context regarding the Strategic Plan and confirmed that the Plan was re-endorsed during the current term and would be updated for the next term of Council.

Moved by Councillor Thompson

Seconded by Mayor Mrakas

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1. That the memorandum regarding Fiscal Strategy Strategic Action Plan be received; and
2. That the Finance Advisory Committee comments regarding the strategic action plan be received and referred to staff for consideration and further action as appropriate.

Carried

6.2 Memorandum from Manager, Financial Management; Re: Proposed 2022 Budget Introduction

Staff provided an overview of the memorandum and the Committee expressed support for the proposed Budget process. The Committee requested that greater detail be provided for the upcoming Budget discussions on how staff have managed to offset the lower assessment growth and inflationary pressures and assurance that service levels have not been impacted. The Committee commented on the proposed water and wastewater rate increase driven by the Region's decisions, and further requested that staff provide options to deal with the anticipated inflation increases over the next three to five years and the principle for setting tax year targets within the multi-year budget framework.

Moved by Councillor Thompson

Seconded by Mayor Mrakas

1. That the memorandum regarding Proposed 2022 Budget Introduction be received; and
2. That the Finance Advisory Committee comments regarding the proposed 2022 budget be received and referred to staff for consideration and further action as appropriate.

Carried

6.3 Memorandum from Director, Finance; Re: Procurement Modernization Project Update

Staff provided an overview of the memorandum and consultant's report, noting the Town's score is comparable with the starting point of other municipalities and a C grade (Good) is the goal. The Committee expressed concerns with the assessment results and requested that future discussions include additional information on the scoring and metrics

used, comparisons to the past review process, issues not previously identified, and comparisons with other municipalities. Staff offered a few municipal comparisons for the Committee's reference.

The Committee inquired about the level of bureaucracy and lack of flexibility identified in the current process, and staff advised there would be a recommendation to increase the delegation of authority threshold toward streamlining the process for lower value procurements. Staff provided clarification on the RFP process, lowest bidders, scoring criteria and weighting, and the tools for targeting bidders.

Staff advised that the new procurement policy and protocols would be available for Council's review in the next two to three months and implementation would include education across the organization through 2022. The Committee suggested that the process be enhanced sooner where possible and expressed support for the recommendation to establish a procurement governance committee.

Moved by Councillor Thompson

Seconded by Mayor Mrakas

1. That the memorandum regarding Procurement Modernization Project Update be received; and
2. That the Finance Advisory Committee comments regarding the procurement modernization project update be received and referred to staff for consideration and further action as appropriate.

Carried

7. New Business

None.

8. Adjournment

Moved by Councillor Thompson

Seconded by Mayor Mrakas

That the meeting be adjourned at 6:33 p.m.

Carried



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Town of Aurora
Memorandum
Finance

Re: 2022 Draft Work Plan for the Finance Advisory Committee

To: Finance Advisory Committee

From: Jason Gaertner, Manager, Financial Management

Date: December 7, 2021

Recommendation

- 1. That the memorandum regarding 2022 Draft Work Plan for the Finance Advisory Committee be received; and**
- 2. That the 2022 Draft Work Plan for the Finance Advisory Committee be approved.**

Background

In support of its mandate, the Finance Advisory Committee develops an annual work plan outlining its key deliverables and the timing for their completion.

Attachments

- 1) 2022 Draft Work Plan for the Finance Advisory Committee

Attachment 1

As of December 7, 2021

2022 Draft Work Plan for the Finance Advisory Committee

(All meetings currently scheduled for Wednesdays at 5:45 p.m.)

January 18, 2022

- Cash payment policy

February 8, 2022

- Community benefit charge feasibility update
- Major project update

March 8, 2022

- Prudent investment policy/by-law review

April 12, 2022

- Fiscal strategy action plan update
- Major project update

May 10, 2022

- Audit plan update

June 14, 2022

- Draft Schedule for 2023 Budget
- FAC term accomplishments
- Major project update