

## ATTENDING

- Chair, Councillor Oonagh Proudfoot,
- Mayor Jeff Cantwell,
- Councillor Wendy Donovan,
- Gordon Joice,
- Frank Lussing,
- Director of Finance Mike Maclean, and
- Recording Secretary Jean-Luc Prevost

## CALL TO ORDER

Chair, Councillor Oonagh Proudfoot, called the Audit Committee meeting to order at 9:00 am

### Agenda Item

### Discussion and Decisions

**1. Approval of Agenda**

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED**

**CARRIED**

**2. Approval of Minutes  
October 26, 2018**

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE AUDIT COMMITTEE MEETING OF OCTOBER 26, 2018 BE APPROVED AS CIRCULATED.**

**CARRIED**

**3. Report to Audit  
Committee**

Director of Finance Mike MacLean walked the Audit Committee through the 3<sup>rd</sup> Quarter financials.

**a. 3<sup>rd</sup> Quarter  
Variance Report**

Highlights include:

**REVENUES**

- Taxes and Grants in Lieu of Taxes – Forecast to end of the year slightly less than budget with a negative variance of \$8,700 (all departments).
  - Deed Transfer Tax is expected to end the year \$45,000 less than budget. This is a change from past years where this revenue source has traditionally ended the year well ahead of budget.
  - Property taxes (residential and commercial levies) – forecast to exceed budget by \$18,000 with both residential and commercial amounts exceeding budget estimates.
  - Provincial Grant in Lieu of Taxes (related to Acadia University) will be \$12,300 more than budget
- Investment Interest – expected to end the year \$11,000 more than the \$15,000 budget. This relates to the increases in the bank prime rate over the last year.

**EXPENDITURES**

In terms of expected savings, the variances have occurred in a number of expense line items, including:



**Agenda Item**

**Discussion and Decisions**

- Salary and wages – Overall Salary/Wages/Benefits are expected to end the year \$52,000 underbudget. This is largely influenced by a couple of staff positions not filled by April 1<sup>st</sup> of the fiscal year, and mid-year hiring to fill vacancies.
- Legal costs are expected to end the year \$23,000 more than budget.
- Insurance costs are expected to end the year almost \$12,000 more than budget. Liability premiums were higher than budget estimates, and the amount of expenditures related to plan deductibles were more than budget.
- Repairs and maintenance – forecast to end year \$39,000 under budget.
- Operational Material and Supplies should end the year well under budget, showing savings of \$78,000
- Program expenditures look to be \$16,000 under budget.
- Contracted services will be less than budget, with expected savings of \$32,000.
- Contributions to external partners (IMSA’s and required provincial payments) will be \$53,000 more than budget.

**CAPITAL PROGRAM AND RESERVES**

The use of Operating Reserves to fund expenditures will be significantly less than budget, with \$162,000 not expected to be transferred from reserves. This relates to several of the savings noted above in expenditures. In areas where expenditures were not incurred, and the item was to be funded by way of operating reserves, no transfer from reserves will be made as there is no expenditure to offset.

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AUDIT COMMITTEE FORWARD THE INTERIM FINANCIAL REPORT (AS AT THE SEPTEMBER 30, 2018) TO THE NOVEMBER 6, 2018 COMMITTEE OF THE WHOLE MEETING.**

**CARRIED**

**b. Summary of Significant Variances**

The variance report was attached as an Agenda item.

**5. Public Input / Question Period**

There were no questions.

**6. Meeting Adjournment**

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AUDIT COMMITTEE MEETING BE ADJOURNED AT 10:21 AM**

As recorded by Jean-Luc Prevost, Administrative Assistant, Office of the C.A.O.