

***For consideration by the Council
of the City of Vaughan
on March 24, 2015***

**REPORT NO. 7 OF THE FINANCE, ADMINISTRATION AND AUDIT COMMITTEE
FOR CONSIDERATION BY COUNCIL, MARCH 24, 2015**

3. That Regional Councillor Rosati, Councillor DeFrancesca, Councillor Yeung Racco and Councillor Shefman be appointed to the Budget Task Force;
- 3) That recommendation 2 (a) and (c) contained in Item 1, Report No. 3 of the Finance, Administration and Audit Committee meeting of January 23, 2015, be amended by directing that the requested reports be submitted to the Budget Task Force, so as to read as follows:
 - (a) That staff bring forward a report to the Budget Task Force in Quarter 2 of 2015, outlining the differential, if any, between the amount the City charges for space rented/leased as against the full recovery value of such space, and that this report include space rented/leased or provided free to Community Service Organizations and Seniors Clubs, and also that this report provide the information for each individual group; and
 - (c) That staff provide a report to the Budget Task Force of all City owned facilities that are currently being leased to private companies as part of the 3P Initiatives, and that each 3P Initiative include revenue/loss for each of the last 4 years, along with the date when each agreement comes up for renewal;
- 4) That all six (6) commissioners positions be considered at the next corporate structure review, recognizing that we have presently three (3) vacant commissioner positions, and that further adjustments to the corporate structure be deferred to allow a fulsome consultation process with Members of Council and Senior Staff, under the leadership of the new City Manager, taking into consideration the facilitation by the Western Management Consulting Group – Corporate Structure Review, if required;
- 5) That the following deputations be received:
 1. Ms. Serenella Del Peschio, Golden Spruce Lane, Maple; and
 2. Mr. Guido Masutti, Riverview Avenue, Woodbridge; and
- 6) That the following Communications be received:
 - C2. Memorandum from the Commissioner of Public Works and the Director of Transportation Services, Parks and Forestry Operations, dated March 9, 2015; and
 - C3. Memorandum from the Commissioner of Public Works and the Commissioner of Finance & City Treasurer, dated March 5, 2015.

Report of the Commissioner of Finance & City Treasurer and the Director of Financial Planning and Analytics dated March 9, 2015

Recommendation

The Finance, Administration and Audit Committee, at its meeting of March 2, 2015, recommended (Item 1, Report No. 6):

- 1) That the report of the Commissioner of Finance & City Treasurer and the Director of Financial Planning and Analytics, dated March 2, 2015, be deferred to the March 9, 2015, Finance, Administration and Audit Committee meeting to continue deliberations;
- 2) That the recommendation contained in C1, memorandum from the Commissioner of Finance and City Treasurer and the Director of Financial Planning & Analytics, dated February 26, 2015, be approved as follows:
 1. That the update on the DRAFT 2015 Budget and 2016-18 Plan be received; and

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2. That a consolidated item on the 2015 PROPOSED Budget and 2016-18 Plan be submitted to a Special Council meeting, incorporating any further adjustments and/or direction provided by the Finance, Administration and Audit Committee;
- 3) That the recommendation contained in Communication C3, memorandum from the Interim City Manager, dated February 26, 2015, be approved as amended as follows:
 1. That the attached Terms of Reference for the Budget Task Force be approved;
 2. That the Proposed Budget Task Force Work Plan be referred to the Budget Task Force for consideration; and
 3. That Regional Councillor Rosati, Councillor DeFrancesca, Councillor Yeung Racco and Councillor Shefman be appointed to the Budget Task Force;
- 4) That recommendation 2 (a) and (c) contained in Item 1, Report No. 3 of the Finance, Administration and Audit Committee meeting of January 23, 2015, be amended by directing that the requested reports be submitted to the Budget Task Force, so as to read as follows:
 - (a) That staff bring forward a report to the Budget Task Force in Quarter 2 of 2015, outlining the differential, if any, between the amount the City charges for space rented/leased as against the full recovery value of such space, and that this report include space rented/leased or provided free to Community Service Organizations and Seniors Clubs, and also that this report provide the information for each individual group; and
 - (c) That staff provide a report to the Budget Task Force of all City owned facilities that are currently being leased to provide companies as part of the 3P Initiatives, and that each 3P Initiative include revenue/loss for each of the last 4 years, along with the date when each agreement comes up for renewal;
- 5) That the following motion be referred to the March 9, 2015, Finance, Administration and Audit Committee meeting, for consideration, pending further information to be provided by staff:

Whereas, approximately 21,000 trees were destroyed by the 2013 Ice Storm and the Emerald Ash Borer (EAB) infestation; and

Whereas, Vaughan residents place great value in the sustainable environment; and

Whereas, many streets in the City were stripped of virtually all of its trees; and

Whereas, the current recommended funding will not provide for tree replacement to be completed until 2024-2025.

It is therefore recommended that:

The proposed 0.49% tax levy for 2015 and 2016 be included in the 2015 Budget with all funds received being dedicated to tree replacement;
- 6) That all six (6) commissioners positions be considered at the next corporate structure review, recognizing that we have presently three (3) vacant commissioner positions, and that further adjustments to the corporate structure be deferred to allow a fulsome consultation process with Members of Council and Senior Staff, under the leadership of the new City Manager, taking into consideration the facilitation by the Western Management Consulting Group – Corporate Structure Review, if required;

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- 7) That the presentation by the Director of Financial Planning and Analytics and Communication C4, presentation material entitled, "*Status Update: Draft 2015 Budget and 2016-18 Financial Plan*", dated March 2, 2015, be received; and
- 8) That the deputation by Mr. Kevin Hanit, Queensbridge Drive, Concord, be received.

Report of the Commissioner of Finance & City Treasurer and the Director of Financial Planning and Analytics, dated January 12, 2015

Recommendation

The Finance, Administration and Audit Committee, at its meeting of February 9, 2015, recommended (Item 1, Report No. 5):

- 1) That the report of the Commissioner of Finance & City Treasurer and the Director of Financial Planning and Analytics, dated January 12, 2015, be deferred to the March 2, 2015, Finance, Administration and Audit Committee meeting to continue deliberations;
- 2)
 - (a) That the Summary of Changes to the Draft 2015 Budget and 2016-18 Plan be received, in accordance with Communication C1, memorandum from the Commissioner of Finance & City Treasurer and the Director of Financial Planning & Analytics, dated February 5, 2015
 - (b) That the Additional Resource Request for a Plans Examiner/Inspector Mechanical and Plumbing, be added to the Draft 2015 Budget as presented to the Finance, Administration and Audit Committee evening meeting of January 12, 2015, in accordance with Communication C2, memorandum from the Commissioner of Planning and the Director of Building Standards, dated January 30, 2015;
 - (c) That Capital Project DE-7161-15, Street "A" – Highway 427 Crossing (Block 59) be added to the Draft 2015 Capital Budget, in accordance with Communication C3, memorandum from the Commissioner of Public Works, dated January 28, 2015;
 - (d) That Capital Project EV-2081-15, Overhaul of Vaughan Landfill Methane Station be added to the Draft 2015 Capital Budget, in accordance with Communication C4, memorandum from the Commissioner of Public Works, dated January 21, 2015;
 - (e) That the following be approved, in accordance with recommendations 2. and 3. contained in Communication C5, memorandum from the City Clerk, dated January 29, 2015:
 2. That the 2015 Draft Budget and 2016 Draft Financial Plan be amended to increase insurance premiums to \$4,169,919 for 2015 and \$4,795,407 for 2016; and
 3. That \$546,545 be transferred from the City's insurance reserve to the City Clerk's – Insurance business unit;
 - (f) That the following be approved, in accordance with Communication C6, memorandum from the Commissioner of Planning dated February 5, 2015:
 1. That the scope of work for Phase 1 implementation of North Maple Regional Park be amended to include the development of two artificial turf fields with funding for the second field provided by a transfer from the Keele Valley Reserve as previously approved by Council;

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2. That the proposed contribution of \$150,000 from the Vaughan Soccer Club towards the development of soccer facilities to support the Long Term Player Development program requirements be recognized on the project detail sheet and the Vaughan Soccer Club be thanked for their generous contribution to this project; and
 3. That the revised detail sheet for PK-6305-15 North Maple Regional Park Phase 1 be received to replace the one previously submitted for consideration in the 2015 Budget;
- (g) That the following be approved, in accordance with Communication C7, memorandum from the Commissioner of Strategic & Corporate Services, dated February 5, 2015:
1. That the Draft 2015 Budget be amended to include a capital project for the Update of the Vaughan Vision Strategic Plan;
 2. That the capital project be funded from the closing of open capital projects which will result in no net tax impact in 2015;
- (h) That the revised detail sheet for PK-6501-16 Vaughan Crest Park Tennis Court Reconstruction be received to replace the one previously submitted for consideration in the 2015 Budget, in accordance with Communication C8, memorandum from the Commissioner of Planning, dated February 4, 2015;
- (i) That the impact of the revised group benefit premium be added to the Draft 2015 Budget and 2016-18 Plan, in accordance with Communication C9, memorandum from the Commissioner of Strategic & Corporate Services, dated February 6, 2015;
- (j) That the proposed 2015 budget reduction plan to achieve Council's 2015 tax rate increase mandate be incorporated in the Draft Budget and Plan, in accordance with Communication C10, memorandum from the Interim City Manager and the Commissioner of Finance & City Treasurer;
- (k) That the City continue to provide its residents with the winter windrow snow clearing service; and
- (l) That staff provide additional information and justification for the positions of Project Manager, Property Manager and Systems Analyst/Project Leader (JDE-Purchasing CI), and further, if these positions are needed, that staff identify the risks of including them in the full review of all positions conducted later this year by the Task Force for inclusion in the 2016 Budget;
- 3) That the presentation by the Director of Financial Planning & Analytics and C12, presentation material entitled "*Status Update: 2015-2018 Financial Plan*", be received;
- 4) That the following deputations be received:
1. Mr. Guido Masutti, Riverview Avenue, Woodbridge;
 2. Ms. Lucille Abate, Keele Street, Vaughan, representing the Vaughan Soccer Club;
 3. Mr. Jeffrey Stone, Bathurst Street, Vaughan;
 4. Mr. Kevin Hanit, Queensbridge Drive, Concord;
 5. Ms. Donna Teggart, Merino Road, Maple, Vice President of Vaughan CARES;
and
 6. Mr. Tony Bartolomeo, Keele Street, Maple, President of Vaughan Soccer Club;
and

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- 5) That Communication C11 from Mr. Scott Somerville, Donhill Crescent, Kleinburg, dated February 9, 2015, be received.

Report of the Commissioner of Finance & City Treasurer and the Director of Financial Planning and Analytics, dated January 23, 2015

Recommendation

The Finance, Administration and Audit Committee, at its meeting of February 2, 2015, recommended (Item 1, Report No. 4):

- 1) That the report of the Commissioner of Finance & City Treasurer and the Director of Financial Planning and Analytics, dated January 23, 2015, and Communication C1, dated January 30, 2015, be deferred to the February 9, 2015, Finance, Administration and Audit Committee meeting to continue deliberations;
- 2) That the following be approved:
 - (a) That a meeting of Vaughan Holdings Inc. be scheduled as soon as possible to discuss PowerStream dividends in the context of the 2015 City budget;
 - (b) That the Interim City Manager and appropriate staff bring back a range of budgetary options including but not limited to:
 1. Hiring freeze;
 2. Best practice implementation;
 3. Operational efficiencies, particularly those proven in other jurisdictions; and
 4. User fees and program changes; and
 - (c) That staff from the York Region Transportation Services Department be requested to present at a City of Vaughan Committee of the Whole (Working Session), as soon as possible, to identify what specific initiatives and/or projects are included in the 2015 York Region budget to relieve traffic congestion;
- 3) That the following presentations and communications be received:
 - (a) Interim City Manager;
 - (b) Commissioner of Finance and City Treasurer;
 - (c) Director of Financial Planning and Analytics and Communication C4, presentation material entitled, "*Status Update: 2015-2018 Financial Plan*", dated February 2, 2015; and
- 4) That the deputation by Mr. Kevin Hanit, Quensbridge Drive, Concord, be received.

Report of the Commissioner of Finance & City Treasurer and the Director of Financial Planning and Analytics, dated January 23, 2015.

Recommendation

The Finance, Administration and Audit Committee, at its meeting of January 23, 2015, recommended (Item 1, Report No. 3):

- 1) That the report of the Commissioner of Finance & City Treasurer and the Director of Financial Planning and Analytics, dated January 23, 2015, be deferred to the February 2, 2015, Finance, Administration and Audit Committee meeting to continue deliberations;

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- 2) That the following be approved:
- (a) That staff bring forward a report to a Finance, Administration and Audit Committee meeting, in Quarter 2 of 2015, outlining the differential, if any, between the amount the City charges for space rented/leased as against the full recovery value of such space, and that this report include space rented/leased or provided free to Community Services Organizations and Seniors Clubs, and also that this report provide the information for each individual group;
 - (b) That the Chief Executive Officer of Vaughan Public Libraries be requested to review with the Vaughan Public Library Board its 2015 Budget and 2016-2018 Plan, in order to identify possible cost savings to align with the City's 2015 budget cap of 3% or less;
 - (c) That staff provide a report of all City owned facilities that are currently being leased to private companies as part of the 3P Initiatives, and that each 3P Initiative include revenue/loss for each of the last 4 years, along with the date when each agreement comes up for renewal; and
- 3) That the following communications and presentations be received:
- (a) Commissioner of Finance & City Treasurer and C2, presentation material entitled "*Draft 2015 Budget and 2016-2018 Financial Plan*" dated January 23, 2015;
 - (b) Chief Executive Officer, Vaughan Public Libraries, and C3, presentation material entitled "*Vaughan Public Libraries 2015-2018 Financial Plan*", dated January 23, 2015;
 - (c) Commissioner of Legal & Administrative Services/City Solicitor and C4, presentation material entitled "*Commission Based Presentations – Legal & Administrative Services 2015-208 Financial Plan*", dated January 23, 2015;
 - (d) Commissioner of Finance & City Treasurer and C5, presentation material entitled "*Commission Based Presentations – Finance 2015-2018 Financial Plan*", dated January 23, 2015;
 - (e) Commissioner of Finance & City Treasurer and C6, presentation material entitled "*Commission Based Presentations – Corporate 2015-2018 Financial Plan*", dated January 23, 2015;
 - (f) Commissioner of Strategic & Corporate Services and C7, presentation material entitled "*Commission Based Presentations – Strategic & Corporate Services 2015-2018 Business and Financial Plan*", dated January 23, 2015;
 - (g) Commissioner of Planning and C8, presentation material entitled "*Commission Based Presentations – Planning 2015-2018 Financial Plan*", dated January 23, 2015;
 - (h) Commissioner of Public Works and C9, presentation material entitled "*Commission Based Presentation – Public Works 2015-2018 Financial Plan*", dated January 23, 2015;
 - (i) Fire Chief and C10, presentation material entitled "*SMT Commission Based Presentations – Fire & Rescue 2015-2018 Financial Plan*", dated January 23, 2015; and

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- (j) Interim City Manager and the Executive Director, Office of the City Manager and C11, presentation material entitled "*SMT Commission Based Presentations – City Manager & Recreation & Culture 2015-2018 Financial Plan*", dated January 23, 2015.

Report of the Commissioner of Finance & City Treasurer and the Director of Financial Planning and Analytics, dated January 12, 2015

Recommendation

The Finance, Administration and Audit Committee, at its meeting of January 12, 2015, recommended (Item 2, Report No. 2)

- 1) That the report of the Commissioner of Finance & City Treasurer and the Director of Financial Planning and Analytics, dated January 12, 2015, be deferred to the January 23, 2015, Finance, Administration and Audit Committee meeting to continue deliberations;

- 2) That the following be approved:

That recognizing the community's need for fiscal restraint, over the next few months the Finance, Administration and Audit Committee and City staff shall be directed to work toward a set target not to exceed 3% per annum for the period of 4 years;

That for the Commission based presentations scheduled for later this month, senior staff work with the Interim City Manager to provide specific recommendations to achieve the set target for consideration by the Finance, Administration and Audit Committee;

That recommendations consider all options including revenue generation, service level adjustments, new funding request prioritization, etc. In addition, to assist the Committee in making informal decisions, any recommendations incorporate community, service levels and risk implications;

That the annual savings achieved through the Continuous Improvement Program be reflected in the budget;

- 3) That the presentation by the Commissioner of Finance & City Treasurer and the Director of Financial Planning and Analytics and Communication C2, presentation material entitled, "*Draft 2015 Budget and 2016-2018 Financial Plan*", dated January 12, 2015, were received; and

- 4) That the following deputations be received:

1. Mr. Kevin Hanit, Queensbridge Drive, Concord;
2. Mr. Savino Quatela, Grand Valley Boulevard; and
3. Ms. Tianna De Lorenzo, Woburn Drive, Woodbridge.

6

**AWARD OF TENDER T14-389 AND BUDGET AMENDMENT
CRESTWOOD ROAD WATERMAIN REPLACEMENT AND ROAD REHABILITATION
WARD 5**

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Commissioner of Public Works and the Director of Capital Delivery and Asset Management, dated March 9, 2015:

Recommendation

The Commissioner of Public Works and the Director of Capital Delivery and Asset Management, in consultation with the Director of Purchasing Services and the Director of Financial Planning and Analytics, recommend:

1. That Tender T14-389, Crestwood Road Watermain Replacement and Road Rehabilitation be awarded to Tedescon Infrastructure Ltd., in the amount of \$2,353,310.00 plus applicable taxes;
2. That a contingency allowance in the amount of \$235,000.00, plus applicable taxes be approved within which the Commissioner of Public Works or his designate is authorized to approve amendments to the contract;
3. That a Geotechnical and Material Testing amount of \$40,000.00, plus applicable taxes be approved to ensure compliance with all applicable standards;
4. That the amounts identified in the above recommendations illustrated within this report, including all contingency allowances, applicable taxes and administration recovery be funded from Capital Project EN-1943-13 and the following budget amendments resulting in an overall increase of \$444,655.60 be approved:
 - a. \$602,486.92 be transferred from Capital Project EN-1868-12 to EN-1943-13;
 - b. \$97,795.99 be transferred from Capital Project EN-1870-12 to EN-1943-13;
 - c. Water Reserve Funding be reduced by \$255,627.31;
5. That the inclusion of this matter on a Public Committee or Council agenda with respect to amending the capital budget identified as Award of Tender T14-389 and Budget Amendment be deemed as sufficient notice pursuant to Section 2(1)(c) of By-Law 394-2002; and
6. That the Mayor and City Clerk be authorized to sign the appropriate documents.

**7 BUDGET AMENDMENT AND AWARD OF REQUEST FOR PROPOSAL RFP 15-007
SELECTION OF CONSULTANT FOR CLASS ENVIRONMENTAL ASSESSMENT STUDY FOR
PART A: PORTAGE PARKWAY WIDENING APPLEWOOD CRESCENT TO JANE STREET
PART B: PORTAGE PARKWAY EXTENSION JANE STREET TO CREDITSTONE ROAD
WARD 4 – VAUGHAN METROPOLITAN CENTRE**

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Commissioner of Public Works and Director of Development Engineering and Infrastructure Planning Services, dated March 9, 2015:

Recommendation

The Commissioner of Public Works and Director of Development Engineering and Infrastructure Planning Services in consultation with the Director of Purchasing Services, Director of Financial Planning and Analytics, and the Executive Director recommend:

1. That CIMA Canada Inc. be retained to provide the necessary engineering and project management services to complete the Class Environmental Assessment (EA) Study for the Portage Parkway Widening from Applewood Crescent to Jane Street (Part A) and Portage Parkway Extension from Jane Street to Creditstone Road (Part B) at an estimated cost of \$474,949 plus applicable taxes and administration recovery;
2. That a 15% contingency allowance in the amount of \$71, 243 for the Study be approved, within which the Commissioner of Public Works or his designate is authorized to approve amendments to the Contract with CIMA Canada Inc.;
3. That the costs of the Portage Parkway EA Study, including all contingency allowances, applicable taxes and administration recovery be funded from Capital Project DT-7073-11 Portage Parkway Widening Class EA Study (Part A) and DT-7071-11 Portage Parkway Extension Class EA Study (Part B) with the following budget amendments resulting in an overall budget increase of \$101,600 be approved:
 - a. Capital Project DT-7073-11 be increased by \$22,200, and funded by City Wide Development Charges (Engineering); and;
 - b. Capital Project DT-7071-11 be increased by \$79,400, and funded by City Wide Development Charges (Engineering);
4. That the inclusion of this matter on a Public Committee or Council agenda with respect to amending the capital budget identified as Budget Amendment and Award Of Request For Proposal RFP 15-007 is deemed sufficient notice pursuant to Section 2(1)(c) of Bylaw 394-2002; and;
5. That the Mayor and Clerk be authorized to sign all the appropriate documents related to this study.

8

TREASURY POLICIES – CASH BASED TRANSACTIONS

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Commissioner of Finance & City Treasurer and the Director of Financial Services/Deputy Treasurer, dated March 9, 2015:

Recommendation

The Commissioner of Finance & City Treasurer and the Director of Financial Services/Deputy Treasurer, in consultation with the Director of Internal Audit, recommend:

1. That Council approve the Draft Cash Handling Policy, Attachment 1;
2. That Council approve the Draft Cash Float Policy, Attachment 2; and
3. That Council approve the Draft Petty Cash Policy, Attachment 3.

9

TEMPORARY BORROWING BY-LAW 2015

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Commissioner of Finance & City Treasurer and the Director of Financial Planning & Analytics, dated March 9, 2015:

Recommendation

The Commissioner of Finance & City Treasurer and the Director of Financial Planning & Analytics recommend:

1. That Council enact a Temporary Borrowing By-law for an amount up to \$50,000,000 from the City corporate bank of record.

**10 STATEMENT OF REMUNERATION AND EXPENSES FOR MEMBERS OF COUNCIL AND
COUNCIL APPOINTMENTS TO BOARDS AND OTHER BODIES FOR THE YEAR 2014**

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Commissioner of Finance & City Treasurer, dated March 9, 2015:

Recommendation

The Commissioner of Finance & City Treasurer recommends:

1. That the following report regarding the 2014 Statement of Remuneration and Expenses for Members of Council and Council appointments to Boards and other Bodies be received.

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**ANNUAL FINANCIAL REPORT
ONTARIO BUILDING CODE ACT
BUILDING STANDARDS DEPARTMENT**

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Commissioner of Planning and the Director of Building Standards, dated March 9, 2015:

Recommendation

The Commissioner of Planning and the Director of Building Standards, in consultation with the Financial Planning & Analytics Department, recommend:

1. That the Building Standards Department Annual Financial Report be received, for information.

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**UPLANDS GOLF & SKI CENTRE
MANAGEMENT CONTRACT RENEWAL
WARD 5**

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Interim City Manager, dated March 9, 2015:

Recommendation

The Interim City Manager in consultation with the Commissioner of Finance & City Treasurer, the Interim Commissioner of Legal & Administrative Services/City Solicitor and the Director of Parks Development (Chair of Uplands Operations Committee) recommends:

1. That staff be authorized to negotiate a modified extension to the management agreement for the operation of the Uplands Golf & Ski Centre with the current service provider, Smirnov Golf Management, for a period of up to two additional years, expiring November 1, 2017, and that the Commissioner of Finance & City Treasurer and the Interim Commissioner of Legal & Administrative Services/City Solicitor be delegated authority to finalize the terms of the agreement.

13 CAPITAL BUDGET AMENDMENT – FR-3556-13- NEW ENGINE FOR STATION 7-5 PUMPER

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Fire Chief, dated March 9, 2015:

Recommendation

The Fire Chief in consultation with the Interim City Manager and the Director of Financial Planning and Analytics, recommends:

1. That the budget for capital project FR-3556-13 be increased by \$29,122.
2. That the increase be funded from City Wide DC Fire Development Charges.
3. That the inclusion of this matter on a Public Committee or Council agenda with respect to increasing the capital budget as identified as Budget Amendment – New Engine for Station 7-5 Pumper is deemed sufficient notice pursuant to Section 2(1)(c) of By-Law 394-2002.

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The meeting adjourned at 11:33 a.m.

Respectfully submitted,

Regional Councillor Gino Rosati, Chair