

**CITY OF VAUGHAN**  
**REPORT NO. 8 OF THE**  
**FINANCE AND ADMINISTRATION COMMITTEE**

*For consideration by the Council  
of the City of Vaughan  
on June 25, 2013*

---

The Finance and Administration Committee met at 9:43 a.m., on June 10, 2013.

Present: Hon. Maurizio Bevilacqua, Mayor, Chair  
Regional Councillor Gino Rosati  
Regional Councillor Michael Di Biase  
Regional Councillor Deb Schulte  
Councillor Tony Carella  
Councillor Rosanna DeFrancesca  
Councillor Alan Shefman  
Councillor Sandra Yeung Racco

The following items were dealt with:

**1                      2012 DRAFT CONSOLIDATED FINANCIAL STATEMENTS**

**The Finance and Administration Committee recommends:**

- 1) That the recommendation contained in the following report of the Acting Commissioner of Finance & City Treasurer and the Director of Financial Services, dated June 10, 2013, be approved; and**
- 2) That Communication C1, Presentation Material, entitled, “2012 Consolidated Financial Statements”, be received.**

**Recommendation**

The Acting Commissioner of Finance & City Treasurer and the Director of Financial Services recommends:

1. That the report “2012 Draft Consolidated Financial Statements” be received; and
2. That the 2012 Draft Consolidated Financial Statements and Trust Fund Statements (Attachment #1) be approved; and
3. That the KPMG Audit Findings Report for the year ended December 2012 (Attachment #2) be received.

**2 2012-2014 INTERNAL AUDIT RISK BASED WORK PLAN – CURRENT STATUS  
AND REVISIONS**

- 1) That the recommendation contained in the following report of the Director of Internal Audit, dated June 10, 2013, be approved; and
- 2) That Communication C3, Presentation Material, entitled, *“Internal Audit Risk Based Work Plan Current Status and Revisions”*, be received.

The Director of Internal Audit recommends that the 2012-2014 Internal Audit Risk Based Work Plan – Current Status and Revisions be approved.

- 1) That the recommendation contained in the following report of the Director of Internal Audit, dated June 10, 2013, be approved; and
- 2) That Communication C2, Presentation Material, entitled, “*Corporate Governance and Accountability - Survey Results*”, be received.

1. That Internal Audit be tasked with doing further research into anonymous reporting mechanisms and, in consultation with senior management, report back to Council on the better industry practices and recommended approach.

**The Finance and Administration Committee recommends approval of the recommendation contained in the following report of the Director of Internal Audit, dated June 10, 2013:**

The Director of Internal Audit recommends that the Internal Audit Report on Common Themes and Issues – Analysis of Internal Audit Reports 2005 to 2012 be received and approved.

**5                    INTERNAL AUDIT REPORT – WATER, WASTEWATER AND DRAINAGE**

The Finance and Administration Committee recommends approval of the recommendation contained in the following report of the Director of Internal Audit, dated June 10, 2013:

**Recommendation**

The Director of Internal Audit recommends that:

1.        The Internal Audit Report on Water, Wastewater and Drainage be received and approved.

**6                    2012 ANNUAL INVESTMENT REPORT**

The Finance and Administration Committee recommends approval of the recommendation contained in the following report of the Acting Commissioner of Finance & City Treasurer and the Director of Development Finance & Investments, dated June 10, 2013:

**Recommendation**

The Acting Commissioner of Finance & City Treasurer and the Director of Development Finance & Investments recommend:

1.        That this report be received for information.

**7                    DEVELOPMENT CHARGES – SEMI-ANNUAL ADJUSTMENT**

The Finance and Administration Committee recommends approval of the recommendation contained in the following report of the Acting Commissioner of Finance & City Treasurer and Director of Development Finance and Investments, dated June 10, 2013:

**Recommendation**

The Acting Commissioner of Finance & City Treasurer and Director of Development Finance and Investments recommend:

- 1)        That in accordance with the appropriate semi-annual adjustments sections of each respective existing and newly enacted development charge by-law, the City Wide Development Charge rates and Special Service Area Development Charge rates be increased by 0.1% effective July 1, 2013; and
- 2)        That the following revised Development Charge Rates (Attachments 1 & 2) be approved.

**REPORT NO. 8 OF THE FINANCE AND ADMINISTRATION COMMITTEE  
FOR CONSIDERATION BY COUNCIL, JUNE 25, 2013**

---

**8                                    2012 DEVELOPMENT CHARGES RESERVE FUND STATEMENT**

**The Finance and Administration Committee recommends approval of the recommendation contained in the following report of the Acting Commissioner of Finance & City Treasurer and the Director of Development Finance and Investments, dated June 10, 2013:**

**Recommendation**

The Acting Commissioner of Finance & City Treasurer and the Director of Development Finance and Investments in consultation with the Manager, Capital and Reserves Planning recommend:

- 1) That the 2012 Development Charges Reserve Fund Statement prepared pursuant to the Development Charges Act, RSO 1997, be received for information purposes; and
- 2) That the 2012 Development Charges Reserve Fund Statement be forwarded to the Minister of Municipal Affairs and Housing.

**9                                    PURCHASING CARD POLICY AND AWARD OF CONTRACT**

**The Finance and Administration Committee recommends approval of the recommendation contained in the following report of the Interim City Manager and the Director of Purchasing Services, dated June 10, 2013:**

**Recommendation**

The Interim City Manager and the Director of Purchasing Services recommend:

1. That the Proposed Purchasing Card Policy be approved;
2. That the City of Vaughan enter into a contract for the provision of purchasing cards through the local municipality sharing provisions in the York Purchasing Co-operative Contract with U.S. Bank Corporate Payment Systems' for the remaining one year term; and
3. That staff report back to Council with an audit report following a P-Card pilot project prior to the corporate wide implementation.

**10                                    PLANNING FOR THE FUTURE  
2014-2017 BUDGET & BUSINESS PLANNING GUIDELINES**

**The Finance and Administration Committee recommends approval of the recommendation contained in the following report of the Acting Commissioner of Finance & City Treasurer, dated June 10, 2013:**

**Recommendation**

The Acting Commissioner of Finance & City Treasurer in consultation with the Manager of Operating Budgets, and the Manager of Capital and Reserve Planning recommend:

- 1) That the Budget & Business Planning Guidelines, summarized in this report be approved; and
- 2) That the Budget Timetable be approved.

**REPORT NO. 8 OF THE FINANCE AND ADMINISTRATION COMMITTEE  
FOR CONSIDERATION BY COUNCIL, JUNE 25, 2013**

---

**11                    DRAFT CAPITAL PROJECT FINANCIAL CONTROL POLICY**

**The Finance and Administration Committee recommends:**

- 1)        That the recommendation contained in the following report of the Interim City Manager and the Acting Commissioner of Finance & City Treasurer, dated June 10, 2013, be approved;**
- 2)        That the Proposed Capital Project Financial Control Policy be developed in consultation with the Senior Management Team and that their comments be included in the report back; and**
- 3)        That Communication C4, Presentation Material titled “Draft Capital Project Financial Control Policy”, dated June 10, 2013, be received.**

**Recommendation**

The Interim City Manager and the Acting Commissioner of Finance & City Treasurer recommends:

1.    That the Draft Capital Project Financial Control Policy be received for input and comments; and
2.    That staff report back in the fall of 2013 with a Proposed Capital Project Financial Control Policy for approval.

**12                    ENDING DECEMBER 31, 2012 – CONSOLIDATED QUARTERLY REPORT**

**The Finance and Administration Committee recommends approval of the recommendation contained in the following report of the Acting Commissioner of Finance & City Treasurer and the Director of Financial Services, dated June 10, 2013:**

**Recommendation**

The Acting Commissioner of Finance & City Treasurer and the Director of Financial Services recommend:

1.        That the 2012 Consolidated Fourth Quarter Variance Report be received.

**13                    ENDING MARCH 31, 2013 – CONSOLIDATED QUARTERLY REPORT**

**The Finance and Administration Committee recommends approval of the recommendation contained in the following report of the Acting Commissioner of Finance & City Treasurer and the Director of Financial Services, dated June 10, 2013:**

**Recommendation**

The Acting Commissioner of Finance & City Treasurer and the Director of Financial Services recommend:

1.        That the 2013 Consolidated First Quarter Variance Report be received.

**14      NEW BUSINESS – COMPARISON OF THE STRUCTURE OF THE COUNCILLORS' BUDGET**

The Finance and Administration Committee recommends:

- 1)      That staff review and compare the structure of the Councillors' budget with the Councillors' budgets in other municipalities, including the City of Toronto, with the comparison to include Regional and Local Councillor positions and that staff report back on this matter prior to 2014.

The foregoing was brought to the attention of the Committee by Regional Councillor Rosati.

**15                      OTHER MATTERS CONSIDERED BY THE COMMITTEE**

**14.1      RECESS/RECONVENE**

The Finance and Administration Committee recessed at 12:17 p.m. and reconvened at 1:35 p.m. with the following members present:

<b>Present:</b>	<b>Hon. Maurizio Bevilacqua, Mayor, Chair</b>
	<b>Regional Councillor Gino Rosati</b>
	<b>Regional Councillor Michael Di Biase</b>
	<b>Regional Councillor Deb Schulte</b>
	<b>Councillor Tony Carella</b>
	<b>Councillor Rosanna DeFrancesca</b>
	<b>Councillor Alan Shefman</b>
	<b>Councillor Sandra Yeung Racco</b>

---

---

The meeting adjourned at 2:38 p.m.

Respectfully submitted,

Hon. Mayor Maurizio Bevilacqua, Chair