




P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 11.2.1
Halifax Regional Council
December 11, 2012

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY: Original signed
 Councillor Russell Walker, Chair, Audit and Finance Standing Committee

DATE: November 21, 2012

SUBJECT: Review of Unbudgeted Items

ORIGIN

A motion approved by the Audit and Finance Standing Committee at their meeting on July 18, 2012

RECOMMENDATION

The Audit and Finance Standing Committee recommends that Halifax Regional Council approve that any proposal to Halifax Regional Council, outside the annual budget or tender process, be referred to the Audit and Finance Standing Committee for review and recommendation including;

- New programs or services not yet approved or funded
- Programs or services that are being substantially altered
- Proposed changes in any operating or project budget items
- Committing of funds where there is insufficient approved budget, or,
- New or increased capital projects not included in the approved budget
- Increases in project budget due to cost sharing
- Creation or modification of reserves and withdrawals not approved in the approved budget.

BACKGROUND

This matter was added to the agenda of the July 18, 2012 meeting of the Audit and Finance Standing Committee at the request of Deputy Mayor Karsten.

DISCUSSION

Following the approval of the above motion, Deputy Mayor Karsten clarified that this process is for items that are coming to Regional Council for approval. If an item is not subject to a Council recommendation, it would not be subject to the direction provided by this recommendation.

Note should be made that the above recommendation provides that any increases in project budgets due to cost sharing would be reviewed by the Audit and Finance Committee.

BUDGET IMPLICATIONS

This is a process change from which no budget implications would result.

FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Project and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Project and Operating reserves, as well as any relevant legislation.

COMMUNITY ENGAGEMENT

The Audit and Finance Standing Committee meetings are open to the public.

ENVIRONMENTAL IMPLICATIONS

There were no environmental implications identified.

ALTERNATIVES

No alternatives were provided.

ATTACHMENTS

1. Extract - Approved minutes of the July 18, 2012 meeting of the Audit and Finance Standing Committee.

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/agenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Sherryll Murphy, Deputy Clerk, 490-4211

Financial Approval by:

Original Signed

Greg Keefe, Director of Finance and Information Technology/CFO, 490-6308

ATTACHMENT 1

EXTRACT – APPROVED MINUTES OF JULY 18, 2012 MEETING OF THE AUDIT AND FINANCE STANDING COMMITTEE

During the approval of the agenda, it was agreed that the Standing Committee would deal with Items 11.1 Unbudgeted Items and 11.2 Consolidating the Budget Process, at this time.

11.1 Unbudgeted Items

MOVED by Deputy Mayor Karsten, seconded by Councillor McCluskey that the Audit and Finance Standing Committee direct staff to present the following to the Audit and Finance Standing Committee for recommendation prior to forwarding to Halifax Regional Council:

Any proposal to Regional Council, outside of the annual budget or tender process, that recommends:

- **New programs or services not yet approved or funded**
- **Programs or services that are being substantially altered**
- **Proposed changes in any operating or capital budget items, except for changes resulting from increased external funding**
- **Committing of funds where there is insufficient approved budget, or,**
- **New or increased capital projects not included in the approved budget**
- **Increases in project budget due to cost sharing**
- **Creation or modification of reserves and withdrawals not approved in the approved budget).**

Deputy Mayor Karsten clarified that this process is for items that are being recommended to Council. If an item is not subject to a Council recommendation it would be unaffected.

MOTION PUT AND PASSED.