

The meeting of the Audit Committee was held on Tuesday, October 13, 2015 in Mulock Room, 395 Mulock Drive, Newmarket.

Members Present: Mayor Van Bynen
Councillor Hempen
Terrance Alderson
Michael Tambosso
Cristine Prattas

Absent: Councillor Bisanz

Staff Present: R.N. Shelton, Chief Administrative Officer
A. Moore, Commissioner of Corporate Services
M. Mayes, Director of Financial Services/Treasurer
L. Lyons, Deputy Clerk
D. Schellenberg, Manager of Finance
C. Finnerty, Council/Committee Coordinator

Guests: T. White, BDO Canada LLP
M. Jones, BDO Canada LLP

The Chief Administrative Officer welcomed those present and introductions were made.

The Chief Administrative Officer called the meeting to order at 8:32 a.m. and advised he would chair the meeting until a Chair has been officially appointed.

Additions and Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Presentations

1. Orientation

The Council/Committee Coordinator provided a PowerPoint presentation highlighting the contents of the Orientation binders, the Terms of Reference, the Committee Administration Policy and the Town's Procedural By-law. She distributed copies of the Conflict of Interest Act and briefly reviewed the Accessibility of Ontarian's Disabilities Act and the legislation associated. Staff was requested to provide confirmation that members are covered by the Town's insurance policy.

Items

2. Appointment of Chair and Vice-Chair.

The Deputy Clerk opened the floor for nominations.

Moved by: Mayor Van Bynen
Seconded by: Councillor Hempen

THAT Cristine Prattas be appointed as Chair of the Audit Committee for a two year term. Ms. Prattas advised she would accept the role of Chair.

Carried

Moved by: Mayor Van Bynen
Seconded by: Terrance Alderson

THAT Michael Tambosso be appointed as Vice-Chair of the Audit Committee for a two year term. Mr. Tambosso advised he would accept the role of Vice-Chair.

Carried

Moved by: Michael Tambosso
Seconded by: Councillor Hempen

THAT BDO Canada LLP be appointed as the Town of Newmarket Auditors for a one year term.

Carried

3. Mr. Michael Jones and Ms. Trudy White, BDO Canada LLP addressed those present with a review of the 2015 Audit Plan. Ms. White distributed a handout providing details of the Audit Plan for the Town of Newmarket. The Members requested that the auditors provide a fraud/risk dialogue with the Committee. The Chief Administrative Officer provided some background information regarding the Northern 6 internal audit service and he advised that he could invite Mr. Paul Duggan, York Region Audit Services to provide additional material.

The Vice-Chair requested that the Audit Plan specifically address the risks which directly affect the Town of Newmarket. Mr. Jones advised that the internal auditors examined the waste management contract as well as user fees and water/wastewater revenues. A suggestion was made to have more information provided as part of the audit plan.

Moved by: Mayor Van Bynen
Seconded by: Councillor Hempen

THAT the verbal presentation by Mr. Michael Jones and Ms. Trudy White and the Audit Plan handout be received.

Carried

Approval of Minutes

4. Audit Committee Minutes of June 22, 2015.

Moved by: Mayor Van Bynen
Seconded by: Councillor Hempen

THAT the Audit Committee Minutes of June 22, 2015 be approved.

Carried

Closed Session

The Deputy Clerk advised that although there was no requirement for a Closed Session at this meeting, she reviewed the closed meeting process for the Audit Committee.

New Business

- a) The Director of Financial Services/Treasurer advised of adjustments to the 2015 allocations. He reviewed the adjustments of reserves that should have been established as liability and he further advised that deposits with the Region of York should also be recognized as assets.
- b) Mr. Tambosso inquired about the Town of Newmarket's long term capital budget. Discussion ensued regarding capital planning.

Adjournment

Moved by: Mayor Van Bynen
Seconded by: Councillor Hempen

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 9:55 a.m.

Date

C. Prattas, Chair