

The meeting of the Audit Committee was held on Monday, December 11, 2017 in Cane A and B, 395 Mulock Drive, Newmarket.

Members Present: Mayor Van Bynen (9:26 AM to 9:49 AM)
Councillor Hempen
Councillor Bisanz
Michael Tambosso, Vice Chair
Terrance Alderson

Regrets: Cristine Prattas, Chair

Staff Present: R. Shelton, Chief Administrative Officer
E. Armchuk, Commissioner, Corporate Services
T. Kyle, CEO, Newmarket Public Library
M. Mayes, Director of Financial Services/Treasurer
D. Schellenberg, Manager of Finance & Accounting
K. Saini, Deputy Town Clerk, Recording Secretary

Guests: Paula Jesty, Deloitte Canada
Pina Colavecchia, Deloitte Canada

The meeting was called to order at 9:04 AM with Michael Tambosso in the Chair.

Additions & Corrections to the Agenda

Moved by: Councillor Bisanz
Seconded by: Terrance Alderson

1. That the agenda be approved as distributed.

Carried

Declarations of Pecuniary Interest

None.

Approval of Minutes

1. Audit Committee meeting minutes of October 26, 2017

Moved by: Councillor Hempen

Seconded by: Councillor Bisanz

1. That the Audit Committee meeting minutes of October 26, 2017 be approved.

Carried

Items

2. Presentation of Auditor's Workplan

Ms. Paula Jesty provided an overview of the Workplan. There was discussion regarding the process for building permit applications, surplus, liabilities, and fraud risk. Discussion regarding reserve funds, and controls on authorization of approvals also ensued.

Mr. Bob Shelton advised that updates to Council's strategic plan are completed on a quarterly basis. Ms. Esther Armchuk advised the Committee that the Town's Purchasing By-law will be reviewed in the near future.

A potential adjustment to the Financial Statements regarding the Building Reserves was noted.

3. Internal Audit Update

Ms. Esther Armchuk advised that a meeting to review Town facilities and an associated solar panel program will take place this week, and as such, there was no information to provide to the Committee as of yet.

4. Terms of Reference Review

Mr. Michael Tambosso advised that the Committee Members have not met to review the Terms of Reference and would follow up with Ms. Cristine Prattas on this matter.

New Business

There was no new business.

Closed Session

Moved by: Councillor Hempen
Seconded by: Councillor Bisanz

1. That the Audit Committee resolve into a Closed Session to discuss personal matters about identifiable individuals in accordance with Section 239 (2) (b) of the Municipal Act, 2001

Carried

The Audit Committee resolved into Closed Session at 9:41 AM

The Audit Committee (Closed Session) Minutes are recorded under separate cover.

The Audit Committee resumed into Public Session at 9:48 AM.

Adjournment

Moved by: Terrance Alderson
Seconded by: Councillor Bisanz

1. That the Audit Committee Meeting adjourn at 9:49 AM.

Carried

Date

Michael Tambosso, Vice Chair