



# **Town of Newmarket**

## **Minutes**

### **Audit Committee**

Date: Tuesday, February 1, 2022

Time: 1:00 PM

Location: Electronic VIA ZOOM  
See How to Login Guide

Members Present: Michael Tambosso, Chair  
Deputy Mayor & Regional Councillor Vegh, Vice-Chair  
Councillor Bisanz  
Councillor Morrison  
Rebecca Mathewson  
Tom Mungham

Staff Present: I. McDougall, Chief Administrative Officer  
E. Armchuk, Commissioner of Corporate Services  
K. Reynar, Director of Legal and Procurement Services  
M. Mayes, Director of Financial Services/Treasurer  
A. Tang, Manager of Finance & Accounting/Deputy Treasurer  
J. Grossi, Acting Deputy Clerk

The meeting was called to order at 1:03 PM.  
Michael Tambosso in the Chair.

#### **1. Notice**

Michael Tambosso advised that that members of the public were encouraged to attend an electronic Advisory Committee or Board Meeting by joining through the ZOOM information provided at [newmarket.ca/meetings](http://newmarket.ca/meetings).

#### **2. Additions and Corrections to the Agenda**

None.

**3. Conflict of Interest Declarations**

None.

**4. Approval of Minutes**

**4.1 Audit Committee Meeting Minutes of November 23, 2021**

A correction was made to item 4.2 regarding the Audit Committee's ability to comment on fraud risk.

An alternate motion was presented and is noted below in bold.

Moved by: Deputy Mayor & Regional  
Councillor Vegh

Seconded by: Tom Mungham

1. That the Audit Committee Meeting Minutes of November 23, 2021 be approved, **as amended**.

**Carried**

**4.2 Audit Committee Meeting (Closed Session) Minutes of November 23, 2021**

Moved by: Rebecca Mathewson

Seconded by: Councillor Bisanz

1. That the Audit Committee Meeting (Closed Session) Minutes of November 23, 2021 be approved.

**Carried**

**5. Items**

None.

**6. New Business**

None.

**7. Closed Session**

Moved by: Councillor Morrison  
Seconded by: Deputy Mayor & Regional  
Councillor Vegh

1. That the Audit Committee resolve into Closed Session to discuss the following matter:
  - a. Audit Committee Role in External Auditor Appointment - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose, as per Section 239 (2)(f) of the Municipal Act, 2001.

**Carried**

The Audit Committee resolved into Closed Session at 1:05 PM.  
The Audit Committee (Closed Session) Minutes are recorded under separate cover.  
The Audit Committee resumed into Open Session at 2:18 PM.

#### **7.1 Audit Committee Role in External Auditor Appointment**

Moved by: Rebecca Mathewson  
Seconded by: Tom Mungham

1. That the Audit Committee members be permitted to receive the draft Request For Proposal (RFP) regarding the external auditor, subject to any declared conflict of interest; and,
2. That the following language regarding clear communication be included in the RFP:
  - a. In the case of the Town of Newmarket, the internal auditor and external auditor are expected to have a clear line of communication that is used by both parties.

**Carried**

#### **8. Adjournment**

Moved by: Tom Mungham  
Seconded by: Councillor Bisanz

1. That the meeting be adjourned at 2:19 PM.

**Carried**

---

Michael Tambosso, Chair

---

Date