



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.

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