

August 29, 2019

SUBJECT: Recommendations for Consideration from:  
Audit Committee

MEMO TO: Committee of the Whole

FROM: Colleen Hutt, Deputy Clerk

---

The Audit Committee, at their meeting of August 6, 2019, recommended and approved the following for consideration by Council:

#### Item 8.1 Budget Timeline and Process

1. that the Treasurer review the rules regarding building permit revenue and how these revenues can be used.

#### Item 8.3 Council Remuneration & Expense Policy

2. that staff create a policy regarding mileage, expenses and conferences with a definition of "official Council business".
3. that attendance at a second conference must be approved by Council.

#### Item 8.4 Town Procurement By-law

4. that a conflict of interest section should be added to the procurement by-law.
5. that staff investigate creating an internal auditor role that would perform spot checks and make this information available during the budget process. This person should be someone outside of the department.

The minutes are attached for information.



## AUDIT COMMITTEE MEETING MINUTES

Tuesday August 06, 2019

01:00 PM

### **PRESENT:**

Councillors: Stuart McCormack, Allan Bisback, Norm Arseneault, Gary Burroughs

### **REGRETS:**

Councillor John Wiens

### **STAFF:**

Sheldon Randall	Director of Operations/Acting CAO
Kyle Freeborn	Treasurer/ Director of Corporate Services (A)
Nick Alaimo	Deputy Treasurer
Amy Sager	Finance Coordinator

### **OTHERS:**

Lord Mayor Betty Disero

#### **1. Call to Order**

Chair Stuart McCormack called the meeting to order at 1:00pm.

#### **2. Adoption of Agenda**

Moved by Councillor Bisback that the agenda be adopted as presented.

### **APPROVED.**

#### **3. Conflict of Interest**

No conflicts were declared at this time.

#### **4. Previous Minutes**

- May 21, 2019 Meeting Minutes
- June 13, 2019 Meeting Minutes

Moved by Councillor Burroughs that the previous meeting minutes be received.

### **APPROVED.**

#### **5. Presentations**

No presentations were brought forward at this meeting.

## **6. Announcements**

No announcements were brought forward at this meeting.

## **7. Correspondence**

No correspondence was brought forward at this time.

## **8. Business**

### **8.1 Budget Timeline and Process**

The Treasurer explained the budget process and assumptions made when creating the budget. The Treasurer will be getting in touch with MPAC regarding updating PILs. Business cases will be created for new major initiatives that will have an impact on the budget of \$20,000 or more.

Moved by Councillor Burroughs that the Treasurer review the rules regarding building permit revenue and how these revenues can be used.

**APPROVED.**

### **8.2 P.O. System**

Discussion took place about whether the Town should have a PO System. Upcoming Technology RFQ may be the time to discuss with consultants if there would be value in the Town implementing a PO system.

### **8.3 Council Remuneration and Expense Policy**

Discussion took place regarding when Council can claim mileage, expanding the list of ineligible expenses, timeline for submitting expenses and approvals for expense claims.

Moved by Councillor Burroughs that staff create a policy regarding mileage, expenses and conferences with a definition of "official Council business".

**APPROVED.**

Moved by Councillor Bisback that attendance at a second conference must be approved by Council.

**APPROVED.**

### **8.4 Town Procurement By-Law**

Discussion took place regarding have an internal audit procedure to ensure that the procurement by-law is followed as well as items that need to be cleaned up in the policy.

Moved by Councillor Arsenault that a conflict of interest section should be added to the

procurement by-law.

**APPROVED.**

Moved by Councillor Bisback that staff investigate creating an internal auditor role that would perform spot checks and make this information available during the budget process. This person should be someone outside of the department.

**APPROVED.**

**8.5 Reports: ADC-19-001 Capital and Operating YTD**

The committee reviewed the variance report and staff noted higher than normal legal and HR expenses. A closed session item will be discussed on August 15th that will have impacts on the budget. Further discussion was held around Community and Development revenues, which are lower than normal and typically provide a substantial contribution to the year end position. Potential contributors to the lower revenue, such as the Interim Control By-Law and less development activity, were discussed.

Committee members requested that a short summary for areas of concern are provided in the body of the report in the future.

**8.6 Conferences - Attendance and Expenses**

Conferences were included in the discussion of Council Expenses in item 8.3.

**8.7 Office Space for Councillors**

Discussion took place regarding the Town providing space for Councillors to work or hold meetings with residents. It was decided that the Community Centre meeting rooms would be an appropriate spot.

**9. New Business**

Councillor Bisback inquired as to the status of the 2018 Contracts information. This item will be brought to Council as it was a Council motion.

Councillor Burroughs would like the Treasurer to provide a comparison of the budgets vs actuals for the last two to three years along with the 2020 proposed budget.

Councillor Arsenault would like the Treasurer to provide a budget with drill down options that will allow Council to see the budget as a whole as well as in detail.

**10. Next Meeting Date**

The next meeting is scheduled for Tuesday October 1 at 9:30am.

**11. Adjournment**

Moved by Councillor Burroughs that the meeting be adjourned.

**ADJOURNMENT: 03:11 PM**