

**Municipality of Chatham-Kent
AUDIT POLICY COMMITTEE
M I N U T E S**

**Wednesday, July 11, 2018 - - - 12:00 pm
Council Lounge, Civic Centre**

PRESENT:

- Mayor Randy Hope
- Councillor Darrin Canniff, Chair
- Councillor Bob Myers
- Councillor Derek Robertson
- Councillor Jeff Wesley
- Don Shropshire, CAO
- Mike Turner, Chief Financial Officer
- Steve Brown, Director, Financial Services
- Matt Torrance, Supervisor, Accounting Operations
- Joanne Trombley, Administrative Assistant
- Chris Dowding, Deloitte
- Curtis Temple, Deloitte
- Eugene Otsuka, Deloitte

1. Meeting Called to Order

The Chair called the meeting at 12:05 pm.

2. Approval of Minutes of Previous Meeting

MOTION: That the minutes of the June 18, 2018 Audit Policy Committee be approved.
Moved by CI Wesley; Seconded by CI Robertson. CARRIED

3. Presentation of 2017 Audited Financial Statements

Chris Dowding, Curtis Temple and Eugene Otsuka of Deloitte presented by phone. They expressed their appreciation to staff for their dedication and hard work which helped put them in a position to present to the Committee and to Council earlier than in the past.

Curtis provided an overview of the year-end communication and the consolidated financial statements.

Mayor Hope inquired regarding Note 17 in reference to the amount of lost revenues experienced at the Provincial Offences Court each year. Curtis advised there is no reason why these annual figures cannot be disclosed going forward.

MOTION: That the Year-end Communication report from Deloitte be received.
Moved by Mayor Hope; Seconded by CI Wesley. CARRIED

MOTION: That the Audit Policy Committee receive the 2017 Audited Financial Statements and recommend their approval to Council.
Moved by Mayor Hope; Seconded by CI Myers. CARRIED

The financial statements will be presented to Council on August 13.

4. Employee Fraud

Nothing to report.

5. Recess to Closed Session

MOTION: That the Audit Policy Committee move into closed session pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:

- a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act

Moved by CI Robertson; Seconded by CI Wesley. CARRIED

Administration was excused from the room.

6. Resumption of Open Session

CI. Robertson inquired concerning user fee revenues and grant revenues, noting that the recorded actuals are considerably greater than the budgeted amounts, while overall expenses came in under budget. He wondered how predictable this behaviour is. Mike advised that administration would prepare an analysis for the Committee. He added that the 2017 year-end variance report will be presented at the August 13 Council meeting.

7. Date of Next Meeting

Monday, July 16 at 3:55 pm to approve today's minutes.

8. Adjournment

MOTION: That the Audit Policy Committee adjourn the meeting.

Moved by CI Wesley; Seconded by CI Myers. CARRIED

The meeting adjourned at 12:49 pm.