

**Municipality of Chatham-Kent  
AUDIT POLICY COMMITTEE  
RECORD OF MEETING**

**Friday, June 15, 2018 - - - 12:30 p.m.  
Council Lounge, Civic Centre**

**PRESENT:**

Committee Members:

- Councillor Darrin Canniff, Chair
- Councillor Bob Myers
- Councillor Derek Robertson

Administration:

- Don Shropshire, CAO
- Mike Turner, Chief Financial Officer
- Steve Brown, Director, Financial Services
- Matt Torrance, Supervisor, Accounting Operations
- Joanne Trombley, Administrative Assistant

**ABSENT:**

- Mayor Randy Hope
- Councillor Jeff Wesley

**1. Meeting Called to Order**

The Chair called the meeting to order at 12:38 p.m.

No conflict of interest was declared.

**2. Approve Minutes of Previous Meeting**

Minutes provided with the agenda.

MOTION: That the minutes of the April 23, 2018 Audit Policy Committee meeting be approved.

*Moved by Cl. Robertson; Seconded by Cl. Myers. CARRIED*

**3. John D. Bradley Convention Centre**

- a) Presentation by Andy Davidson, General Manager re Quarterly Business Review Q1: Winter 2018 & Q2 Projections

Presentation provided with the agenda.

Andy was asked to forward the CK Destination Hub site link to the committee members.

When asked what effect the new casino might have on the Centre, Andy responded that it is still very early to say, however he was not overly optimistic that it would have a significant effect on revenues.

- b) Report from Mike Turner, CFO re 2017 Final Operating Results & 2018 Q1 Results  
Report provided with the agenda.

MOTION: That the presentation and report be received for information.  
*Moved by Cl. Robertson; Seconded by Cl. Myers. CARRIED*

4. **BIA Audits** – Director, Financial Services

Report provided with the agenda.

MOTION: Administration be directed to bring to the next open session of Council the following recommendations:

- a) The Business Improvement Area audits for 2012 through 2015 be waived.  
b) The Business Improvement Area audits for 2016 and 2017 be completed during the 2017 municipal audit.  
c) The withholding of Business Improvement Area levy funds starting in 2019, if the BIA has not had its external financial audit completed by May 31st of the year following its December 31st year end, be approved.

*Moved by Cl. Robertson; Seconded by Cl. Myers. CARRIED*

5. **Employee Fraud** (standing item) – Director, Financial Services

Nothing to report.

6. **Next Meeting**

- Monday, June 18 prior to Closed session of Council, to approve minutes of today's meeting
- A meeting will be scheduled the week of July 9-13 to receive the 2017 Audited Financial Statements

7. **Adjournment**

MOTION: That the Audit Policy Committee meeting be adjourned.  
*Moved by Cl. Robertson; Seconded by Cl. Myers. CARRIED*

The meeting adjourned at 1:15 p.m.