

MINUTES of a Meeting of the **AUDIT COMMITTEE**, held on Tuesday, March 5, 2019, at Noon. in the City of Lethbridge Council Chambers with the following in attendance:

CHAIR: Councillor Rob Miyashiro

MEMBERS: Mayor Chris Spearman
Councillor Belinda Crowson
Councillor Joe Mauro

OTHERS: Barry Sawada, Controller
Hailey Pinksen, City Treasurer
Darrell Mathews, Financial Processes and Controls Manager
Dave Goughnour, Cash Management Supervisor
Bramwell Strain, City Manager
Shari Shigehiro, Acting City Solicitor
David Sarsfield, Committee Assistant

The Meeting was called to order by Chairman Miyashiro at 12:00 Noon.

Review and Approve the Agenda:

There were no changes to the proposed agenda.

MAYOR C. SPEARMAN:

THAT the March 5, 2019 Audit Meeting Agenda be adopted as presented.

CARRIED

Approval of December 7, 2018 Minutes:

The December 7, 2018 Minutes were circulated.

COUNCILLOR B. CROWSON:

THAT the December 7, 2018 Minutes be adopted as presented.

CARRIED

Review Report / Summary of Audit Committee's Activities for Annual Report

A draft Audit Committee Report of the 2018 activities was presented. It will be included in the Annual Report of the City.

Next Meeting Date:

The next Audit Committee meeting will be Wednesday, March 28, 2019 starting at 12:00 Noon. Terms of Reference will be reviewed at that meeting.

COUNCILLOR B. CROWSON: (12:05 p.m.)

THAT the meeting go in camera.

CARRIED

Councillor R. Miyashiro left the meeting at 3:04 p.m. and Councillor J. Mauro took over the Chair.

Councillor B. Crowson left the meeting at 3:25 p.m.

MAYOR C. SPEARMAN: (3:45 p.m.)

THAT the meeting go out of camera.

CARRIED

Adjournment:

MAYOR C. SPEARMAN:

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 3:45 p.m.

CHAIRMAN

SECRETARY

MINUTES of a Meeting of the **AUDIT COMMITTEE**, held on Thursday, March 28, 2019, at Noon. in the City of Lethbridge Council Chambers with the following in attendance:

CHAIR: Councillor Rob Miyashiro

MEMBERS: Mayor Chris Spearman
Councillor Belinda Crowson
Councillor Joe Mauro

OTHERS: Barry Sawada, Controller
Hailey Pinksen, City Treasurer
Darrell Mathews, Financial Processes and Controls Manager
Mitch Stevenson, Financial Reporting Supervisor
Bramwell Strain, City Manager
Derek Taylor, KPMG
David Sarsfield, Committee Assistant

The Meeting was called to order by Chairman Miyashiro at 12:00 Noon.

Review and Approve the Agenda:

There were no changes to the proposed agenda.

An addition was made to the Incamera Agenda:

6. Human Resources

MAYOR C. SPEARMAN:

THAT the March 28, 2019 Audit Meeting Agenda be adopted as amended.

CARRIED

Approval of March 5, 2019 Minutes:

The March 5, 2019 Minutes were circulated.

COUNCILLOR B. CROWSON:

THAT the March 5, 2019 Minutes be adopted as presented.

CARRIED

Terms of Reference

The draft Terms of Reference were circulated. It was proposed that a Sub-Committee consisting of at least two Audit Committee members be struck to review the Terms of Reference. Recommendations will then be made by the Sub-Committee to the Audit Committee.

The Committee will consist of Councillors Crowson and Miyashiro.

Next Meeting Date:

The next Audit Committee meeting will be scheduled by Administration.

COUNCILLOR B. CROWSON: (12:05 p.m.)

THAT the meeting go in camera.

CARRIED

Mayor C. Spearman left the meeting at 12:45 p.m.

COUNCILLOR B. CROWSON: (2:45 p.m.)

THAT the meeting go out of camera.

CARRIED

Adjournment:

COUNCILLOR B. CROWSON:

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 2:45 p.m.

CHAIRMAN

SECRETARY

MINUTES of a Meeting of the **AUDIT COMMITTEE**, held on Thursday, June 20, 2019, at 2:30 p.m.. in the City of Lethbridge Council Chambers with the following in attendance:

CHAIR: Councillor Rob Miyashiro

MEMBERS: Councillor Belinda Crowson
Councillor Joe Mauro

OTHERS: Barry Sawada, Controller
Hailey Pinksen, City Treasurer
Darrell Mathews, Financial Processes and Controls Manager
Bramwell Strain, City Manager
Brian Loewen, City Solicitor
David Sarsfield, Committee Assistant

ABSENT: Mayor Chris Spearman

The Meeting was called to order by Chairman Miyashiro at 2:30 p.m.

Review and Approve the Agenda:

There were no changes to the proposed agenda.

COUNCILLOR B. CROWSON:

THAT the June 20, 2019 Audit Meeting Agenda be adopted as presented.

CARRIED

Approval of March 28, 2019 Minutes:

The March 28, 2019 Minutes were circulated.

COUNCILLOR B. CROWSON:

THAT the March 28, 2019 Minutes be adopted as presented.

CARRIED

COUNCILLOR B. CROWSON: (2:35 p.m.)

THAT the meeting go in camera.

CARRIED

Jason Elliott, Chris Lastiwka, and Dean Oikawa joined the meeting.

COUNCILLOR B. CROWSON: (3:20 p.m.)

THAT the meeting go out of camera.

CARRIED

Policy Review

A listing of the policies was provided. Financial Services will provide a summary of the policies for the Audit Committee.

Recently, the following policies have been reviewed by the Audit Committee:

FS1 – Approval, Funding and Reporting of Operating Budget Variances

FS2 – Capital Project Contract and Budget Amendments

PUR1 – Procurement of Goods and Services

CC44 – Investments will be the next policy under review.

Adjournment:

COUNCILLOR J. MAURO:

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 3:30 p.m.

CHAIRMAN

SECRETARY

MINUTES of a Meeting of the **AUDIT COMMITTEE**, held on Tuesday, November 19, 2019, at 12:00 Noon. in the City of Lethbridge Council Chambers with the following in attendance:

CHAIR: Councillor Rob Miyashiro

MEMBERS: Councillor Belinda Crowson
Mayor Chris Spearman

OTHERS: Barry Sawada, Controller
Hailey Pinksen, City Treasurer
Darrell Mathews, Financial Processes and Controls Manager
Bramwell Strain, City Manager
Brian Loewen, City Solicitor
David Sarsfield, Committee Assistant

ABSENT: Councillor Joe Mauro

The Meeting was called to order by Chairman Miyashiro at 12:05 p.m.

Review and Approve the Agenda:

There were no changes to the proposed agenda.

COUNCILLOR B. CROWSON:

THAT the November 19, 2019 Audit Meeting Agenda be adopted as presented.

CARRIED

Approval of June 20, 2019 Minutes:

The June 20, 2019 Minutes were circulated.

COUNCILLOR B. CROWSON:

THAT the June 20, 2019 Minutes be adopted as presented.

CARRIED

Next Meeting Dates

Audit Committee Meeting dates of December 5, 2019, March 3, 2020, and April 2, 2020 were established.

COUNCILLOR B. CROWSON: (12:07 p.m.)

THAT the meeting go in camera.

CARRIED

COUNCILLOR B. CROWSON: (3:20 p.m.)

THAT the meeting go out of camera.

CARRIED

Terms of Reference

MAYOR C. SPEARMAN:

THAT the amended Terms of Reference for the Audit Committee be recommended for approval by City Council.

CARRIED

Adjournment:

MAYOR C. SPEARMAN:

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 3:30 p.m.

CHAIRMAN

SECRETARY

MINUTES of a Meeting of the **AUDIT COMMITTEE**, held on Thursday, December 5, 2019, at 11:00 a.m.. in the City of Lethbridge Council Chambers with the following in attendance:

CHAIR: Councillor Rob Miyashiro

MEMBERS: Councillor Belinda Crowson
Councillor Joe Mauro
Mayor Chris Spearman

OTHERS: Barry Sawada, Controller
Hailey Pinksen, City Treasurer
Darrell Mathews, Financial Processes and Controls Manager
Bramwell Strain, City Manager
Brian Loewen, City Solicitor
Wendy Smith, Committee Assistant

ABSENT:

The Meeting was called to order by Chairman Miyashiro at 11:00 a.m.

Review and Approve the Agenda:

There were no changes to the proposed agenda.

COUNCILLOR B. CROWSON:

THAT the December 5, 2019 Audit Meeting Agenda be adopted as presented.

CARRIED

Approval of November 19, 2019 Minutes:

The November 19, 2019 Minutes were circulated.

COUNCILLOR B. CROWSON:

THAT the November 19, 2019 Minutes be adopted as presented.

CARRIED

COUNCILLOR B. CROWSON: (11:05 a.m.)

THAT the meeting go in camera.

CARRIED

COUNCILLOR B. CROWSON: (1:50 p.m.)

THAT the meeting go out of camera.

CARRIED

Investment Policy

MAYOR C. SPEARMAN:

THAT the amended Investment Policy for the Audit Committee be recommended for approval by City Council.

CARRIED

Adjournment:

MAYOR C. SPEARMAN:

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 1:50 p.m.

CHAIRMAN

SECRETARY