

**MINUTES** of a Meeting of the **AUDIT COMMITTEE**, held on Wednesday, March 7, 2018, at 9:00 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  
Corey Wight, Director of Corporate Services  
Hailey Pinksen, City Treasurer  
Darrell Mathews, Financial Processes and Controls Manager  
Dave Goughnour, Cash Management Supervisor  
Kathy Hopkins, City Manager  
Shari Shigehiro, Acting City Solicitor  
Derek Taylor, KPMG  
David Sarsfield, Committee Assistant

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The Meeting was called to order by Chairman Miyashiro at 9:00 a.m.

**Review and Approve the Agenda:**

There were no changes to the proposed agenda.

**COUNCILLOR B. CROWSON:**

THAT the March 7, 2018 Audit Meeting Agenda be adopted as presented.

**CARRIED**

**Approval of December 5, 2017 Minutes:**

The December 5, 2017 Minutes were circulated.

**MAYOR C. SPEARMAN:**

THAT the December 5, 2017 Minutes be adopted as presented.

**CARRIED**

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

A draft report on the activities of the Audit Committee for the past year was circulated. No changes were proposed by the Committee.

**Review of Financial Policies:**

The CAO Search Committee drafted a new City Manager Bylaw which was passed on March 5, 2018. As part of that review, it was recommended that the Audit Committee review the Purchasing and Financial Services policies. It was agreed that some of them will be presented at future Audit Committee meetings.

**Next Meeting Date:**

The next Audit Committee meeting will be held on Wednesday, March 28, 2018, starting at 9:00 a.m.

**MAYOR C. SPEARMAN: (9:07 a.m.)**

THAT the meeting go in camera.

**CARRIED**

**COUNCILLOR B. CROWSON: (12:35 p.m.)**

THAT the meeting go out of camera.

**CARRIED**

**Adjournment:**

**MAYOR C. SPEARMAN:**

THAT the meeting be adjourned.

**CARRIED**

The meeting adjourned at 12:40 p.m.

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**CHAIRMAN**

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**SECRETARY**

**MINUTES** of a Meeting of the **AUDIT COMMITTEE**, held on Wednesday, March 28, 2018, at 9:00 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

**OTHERS:** Barry Sawada, Controller  
Corey Wight, Director of Corporate Services  
Hailey Pinksen, City Treasurer  
Darrell Mathews, Financial Processes and Controls Manager  
Dave Goughnour, Cash Management Supervisor  
Kathy Hopkins, City Manager  
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Derek Taylor, KPMG  
David Sarsfield, Committee Assistant

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The Meeting was called to order by Chairman Miyashiro at 9:00 a.m.

**Review and Approve the Agenda:**

There were no changes to the proposed agenda.

**COUNCILLOR B. CROWSON:**

THAT the March 28, 2018 Audit Meeting Agenda be adopted as presented.

**CARRIED**

**Approval of March 7, 2018 Minutes:**

The March 7, 2018 Minutes were circulated.

**COUNCILLOR B. CROWSON:**

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

**CARRIED**

**Business Arising From Minutes:**

The financial policies review will be initiated at the next Audit Committee Meeting.

**Next Meeting Date:**

The next Audit Committee meeting will be established by the Recording Secretary.

**COUNCILLOR B. CROWSON: (9:10 a.m.)**

THAT the meeting go in camera.

**CARRIED**

**COUNCILLOR B. CROWSON: (11:55 a.m.)**

THAT the meeting go out of camera.

**CARRIED**

**Adjournment:**

**COUNCILLOR J. MAURO:**

THAT the meeting be adjourned.

**CARRIED**

The meeting adjourned at 11:58 a.m.

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**CHAIRMAN**

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**SECRETARY**

**MINUTES** of a Meeting of the **AUDIT COMMITTEE**, held on Friday, December 7, 2018, at 9:00 a.m. in the City of Lethbridge Council Chambers with the following in attendance:

**CHAIR:** Councillor Rob Miyashiro

**MEMBERS:** Mayor Chris Spearman (joined at 9:09 a.m.)  
Councillor Belinda Crowson

**ABSENT:** Councillor Joe Mauro  
Councillor Jeff Coffman (alternate)

**OTHERS:** Barry Sawada, Controller  
Hailey Pinksen, City Treasurer  
Darrell Mathews, Financial Processes and Controls Manager  
Bramwell Strain, City Manager  
Shari Shigehiro, Acting City Solicitor  
Derek Taylor, KPMG  
David Sarsfield, Committee Assistant

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The Meeting was called to order by Chairman Miyashiro at 9:02 a.m.

**Review and Approve the Agenda:**

There were no changes to the proposed agenda.

**COUNCILLOR B. CROWSON:**

THAT the December 7, 2018 Audit Meeting Agenda be adopted as presented.

**CARRIED**

**Approval of October 11, 2018 Minutes:**

The October 11, 2018 Minutes were circulated.

**COUNCILLOR B. CROWSON:**

THAT the October 11, 2018 Minutes be adopted as presented.

**CARRIED**

**Next Meeting Date:**

The next Audit Committee meetings will be established by the Recording Secretary.

**COUNCILLOR B. CROWSON: (9:04 a.m.)**

THAT the meeting go in camera.

**CARRIED**

**COUNCILLOR B. CROWSON: (10:59 a.m.)**

THAT the meeting go out of camera.

**CARRIED**

**Adjournment:**

**COUNCILLOR B. CROWSON:**

THAT the meeting be adjourned.

**CARRIED**

The meeting adjourned at 10:59 a.m.

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**CHAIRMAN**

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**SECRETARY**

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**CHAIRMAN**

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**SECRETARY**