



ATTENDING

Chairperson Mercedes Brian, Deputy Mayor Wendy Donovan, Heather Hill, John MacKay, Director of Financial Services Mike MacLean and Recording Secretary Dan Stovel.

ALSO ATTENDING

Chief Administrative Officer Erin Beaudin

REGRETS

Mayor Jeff Cantwell

CALL TO ORDER

The meeting was called to order at 1:01 pm.

1. APPROVAL OF AGENDA

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED.

Added Agenda item 6a – Questions from John MacKay

AGENDA APPROVED AS AMENDED

CARRIED

2. APPROVAL OF MINUTES OF JULY 3, 2015

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE REGULAR MEETING OF JULY 3, 2015 BE APPROVED AS CIRCULATED.

Top page 3 – “THAT COUNCIL APPROVE THE MARCH 31, 2015 CONSOLIDATED AND NON-CONSOLIDATED” amended to read “...CONSOLIDATED AND NON-CONSOLIDATED FINANCIAL STATEMENTS”

MINUTES APPROVED AS AMENDED

CARRIED

ACTION: AA Corporate Services to amend July 3, 2015 Minutes and post final version to Town’s Website (Audit Committee)

3. INFORMATION REPORT – FINANCIAL VARIANCE UPDATE

This report comprises one of the components of the Town’s commitment to transparency and accountability. The process includes quarterly updates that first go to the Audit Committee for questions and review. After that, the report is forwarded to Council to complete that part of the updating financial results for the Town.

This year the Audit Committee was unable to meet to review the 1st quarter results, so this report represents the first formal report by the Finance Department. Due to staff turnover and difficulty in scheduling an Audit Committee meeting for early fall, a first quarter variance report was not formally submitted for review. As a result, this variance report covers the first two quarters of the 2015/16 fiscal year.

In terms of the Information Report, the Town of Wolfville is \$438,570 ahead of budget. Based on known expenses for the remainder of the Fiscal Year, there will be a forecast adjusted surplus of \$182,670.



The \$182,670 represents a variance from budget of 1.9%. And, it should be noted, as last winter demonstrated, the year-end financial forecast can always be impacted by winter weather.

The Management Team has discussed the need for renewed attention to respective areas of budgetary responsibility and the CAO and Director Finance are working on processes to help Departments manage their financial budgets.

Along the lines of clarity and transparency, some of the areas within the Variance Report are confusing – for example, within Protective Services Division there are multiple separate sections (Police, Bylaw and Law Enforcement). This appears to be confusing from the public’s perspective. Would it be clearer if there were an Appendix where each of the Departments were more fully explained (i.e., more fully explain what is meant by “Contracted Services”, with the understanding that it is likely different within each Division?)

- Members of the public will not likely be able to look at financial statements and make sense of them.
- There is the need for having financial reporting comparable to other municipal units and having the Town’s standards plug into government reporting.
- When the report goes to Council, it is only the “Divisional” page that is presented to Council so as to provide a one-page summary of the overall Report

ACTION: Director Finance to provide further clarity to the Variance Report for future reporting through an Appendix within the Report – better communicate terminology to members of the public

The report will move forward to Committee of the Whole at the November 10, 2015 meeting.

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AUDIT COMMITTEE FORWARD THE INTERIM FINANCIAL REPORT (AS AT SEPTEMBER 30, 2015) TO COMMITTEE OF THE WHOLE NOVEMBER 10, 2015 **CARRIED**

ACTION: The Interim Financial Report, as at September 30, 2015, is to be included as an Agenda item at the November 10, 2015 Committee of the Whole Meeting.

4. RFD 078-2015 APPOINTMENT OF EXTERNAL AUDITOR

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AUDIT COMMITTEE RECOMMEND THAT COUNCIL APPOINT PRICEWATERHOUSE COOPERS (PWC) AS THE TOWN’S AUDITOR FOR THE FISCAL YEAR ENDING MARCH 31, 2016, AND PROVIDED THAT THE PERFORMANCE AND FEE CONTINUE TO BE SATISFACTORY THAT THEY MAY BE APPOINTED FOR EACH OF THE NEXT TWO FISCAL YEARS PENDING AN ANNUAL REVIEW OF THOSE FEES AND PERFORMANCE.

CARRIED



5. UPDATE ON POLICY REVIEW

Director Finance updated the Committee regarding the review of Financial Policies.

- The Charitable Donations Policy has moved forward and adopted by Council
- The Community Partnership Program Policy is under review by the Community Development Department
- The Tax Exemption Policy/Bylaw will come before the Audit Committee at the January 2016 meeting to ensure that it is vetted properly in terms of its financial impact
- Procurement Policy has not been moved forward into the formal review process but should be brought forward to the Audit Committee at the January 2016 meeting

ACTION: Staff will provide a written update on Financial Policy review at the January 22, 2016 meeting of the Audit Committee

6. DISCUSSION:

a. Remarks from John MacKay

- Agenda Package needs to come to Audit Committee earlier than one day prior to the meeting

ACTION: Staff will provide Audit Committee members the Agenda Package a minimum of three business days in advance of future scheduled meetings

- Does the Audit Committee have a role to play in overseeing expenditures that may come up as a potential liability (i.e., concern about costs associated with painting of Crosswalk at Main St and Linden Ave which was done contrary to the MUTCDC)
 - Council, while listening to Staff, will make any final decision – the Audit Committee should not try to be Council.

b. SCHEDULE FOR FUTURE MEETINGS - 2016

Forecast that Audit Committee meeting in 2016 will be scheduled in the afternoon as follows:

- Friday, January 22, 2016
- Friday, May 13, 2016
- Friday, June 24, 2016
- Friday, October 21, 2016

The next meeting was agreed to be scheduled for Friday, January 22, 2016.

7. ADJOURNMENT

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MEETING BE ADJOURNED AT 3:00 pm. CARRIED

Approved at the January 22, 2016 Audit Committee Meeting.

As recorded by Dan Stovel, AA Corporate Services