

**Minutes of a Meeting of the Audit Committee held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Wednesday, April 20, 2016, commencing at 4:00 p.m.**

**Present:** T. Ault, Chair  
S. Germain, Councillor  
J. Stroud, Councillor

**Administration:** M. Ulliac, Chief Administrative Officer  
B. Couture, Executive Director  
E. Hutton, Executive Director  
D. Leflar, Chief Legislative Officer  
J. Brown, Supervisor, Legislative and Administrative Support  
S. Harper, Legislative Officer

**Call to Order**

Chair T. Ault called the meeting to order at 4:03 p.m.

**1. Adoption of the Agenda**

Moved by Councillor J. Stroud that the agenda be adopted as presented.

CARRIED UNANIMOUSLY

**2. Minutes of the Audit Committee meeting - February 4, 2016**

Moved by Councillor J. Stroud that the Minutes from the Audit Committee meeting held on February 4, 2016 be approved as presented.

CARRIED UNANIMOUSLY

**New and Unfinished Business**

**3. Next Meeting Date**  
(4:05 p.m. – 4:06 p.m.)

Moved by Councillor J. Stroud:

- That the next Audit Committee meeting be held on Thursday July 7, 2016 at 5:00 p.m. in the Council Chamber; and
- That the resolution passed by the Audit Committee on February 4, 2016 establishing the meetings of the Audit Committee on a quarterly basis on the second Tuesday of the month at 4:00 p.m. be rescinded.

CARRIED UNANIMOUSLY

**4. Audit Committee Terms of Reference**  
(4:07 p.m. – 4:29 p.m.)

**Ralph Timleck, Municipal Auditor; and Mark Power, Acting Manager of Compliance and Control,** provided a presentation on the Audit Committee Terms of Reference.

Moved by Councillor S. Germain that the following be recommended for Council approval:

- That Audit Committee Terms of Reference (as set out in Attachment 1, dated April 20, 2016) be approved, in principle; and
- That Administration bring forward an amendment to the Standing Council Committees Bylaw to incorporate the provisions of the Audit Committee Terms of Reference.

CARRIED UNANIMOUSLY

**5. Policy Update Log**  
(4:30 p.m. – 4:38 p.m.)

**Marcel Ulliac, Chief Administrative Officer**, provided a brief update on the Accountability, Integrity and Transparency Audit, and the progress made to date on the recommendations coming out of that Audit.

**6. Expense Summary – Council and Office of the Chief Administrative Officer - Period Ending March 31, 2016**  
(4:39 p.m. – 4:41 p.m.)

Moved by Councillor J. Stroud that the Expense Summary for Council and the Office of the Chief Administrative Officer (CAO) for the period January 1-March 31, 2016 be received as information.

**David Leflar, Chief Legislative Officer**, provided a brief introduction to the Expense Summaries for Council and the Chief Administrative Officer and the new reporting format.

CARRIED UNANIMOUSLY

**7. Presentation of the 2015 Non-Consolidated Financial Statements**  
- Regional Municipality of Wood Buffalo  
- Regional Recreation Corporation  
- Wood Buffalo Housing and Development Corporation  
- Regional Municipality of Wood Buffalo Library Board  
- Business Arising: 2015 Non-Consolidated Financial Statements  
(4:42 p.m. – 5:47 p.m.)

**Linda Ollivier, Acting Director of Financial Services; and Pat Sibilleau, Manager of Financial Planning**, provided a presentation on the 2015 Non-Consolidated Financial Statements for the Regional Municipality of Wood Buffalo.

**Bruno Francoeur, Board Chair; and Maureen Gravelle, Chief Financial Officer, Regional Recreation Corporation**, provided a presentation on the 2015 Financial Statements for the Regional Recreation Corporation.

**Bryan Lutes, President; Doug Allen, Treasurer; and Greg Elsasser, Chief Financial Officer, Wood Buffalo Housing and Development Corporation**, provided a presentation on the 2015 Financial Statements for the Wood Buffalo Housing and Development Corporation.

**Melissa Flett, Acting Director, Wood Buffalo Regional Library**, provided a presentation on the 2015 Financial Statements for the Wood Buffalo Regional Library.

Moved by Councillor J. Stroud that the Audit Committee accept the presentation of the 2015 Non-Consolidated Financial Statements for the Regional Municipality of Wood Buffalo for the year ended December 31, 2015 as information.

CARRIED UNANIMOUSLY

- 8. 2015 Audited Consolidated Financial Statements**  
- Presentation from Regional Municipality of Wood Buffalo  
- Presentation from Deloitte LLP  
- Business Arising: 2015 Audited Consolidated Financial Statements  
(5:48 p.m. – 5:56 p.m.)

**Linda Ollivier, Acting Director of Financial Services**, provided a brief presentation on the 2015 Audited Consolidated Financial Statements for the Regional Municipality of Wood Buffalo.

**Rachel Gosse, Deloitte LLP and External Auditor**, provided a further presentation and explanation on the process followed in developing the 2015 Audited Consolidated Financial Statements.

Moved by Councillor J. Stroud that the 2015 Audited Consolidated Financial Statements for the Regional Municipality of Wood Buffalo for the year ended December 31, 2015, be accepted as information.

CARRIED UNANIMOUSLY

**Motion to Move In Camera**

Moved by Councillor S. Germain that the Audit Committee meeting move in camera pursuant to Section 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

- 9. 2015 External Audit Results and Management Letter**

- 10. Private Discussion with External Auditors**

**Motion to Reconvene in Public**

Moved by Councillor S. Germain that the meeting reconvene in public.

CARRIED UNANIMOUSLY

The Audit Committee met in camera from 5:57 p.m. to 6:41 p.m.

**Adjournment**

As all scheduled business matters had been concluded, Chair T. Ault declared the meeting adjourned at 6:42 p.m.

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Chair

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Chief Legislative Officer