

Unapproved Minutes of a Meeting of the Audit Committee held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Wednesday, October 14, 2015, commencing at 4:00 p.m.

Present: S. Germain, Councillor
J. Stroud, Councillor

Absent: T. Ault, Councillor

Administration: K. Scoble, Deputy Chief Administrative Officer
E. Hutton, Chief Financial Officer
D. Leflar, Chief Legislative Officer
A. Rogers, Senior Legislative Officer
S. Harper, Legislative Officer

Call to Order

A. Rogers, Senior Legislative Officer, called the meeting to order at 4:03 p.m.

1. Adoption of the Agenda

Moved by Councillor S. Germain that the agenda be adopted as presented.

CARRIED UNANIMOUSLY

New and Unfinished Business

2. Appointment of Chair and Vice Chair
(4:04 p.m. – 4:07 p.m.)

A. Rogers called for nominations for the position of Chair.

Councillor S. Germain nominated Councillor T. Ault for the position of Chair, and Councillor J. Stroud for the position of Vice-Chair. A. Rogers, indicated that Councillor T. Ault had previously advised of his late arrival at today's meeting and also confirmed his willingness to accept the position if nominated. Councillor J. Stroud also confirmed her acceptance of the nomination for the position of Vice Chair.

A. Rogers called for any further nominations, and with none being brought forward, Councillor T. Ault was declared Chair, and Councillor J. Stroud was declared Vice Chair, by acclamation.

Assuming of the Chair

As Councillor T. Ault was not in attendance, the Chair was then assumed by Councillor J. Stroud at 4:07 p.m.

3. Expense Summary – Council and Office of the Chief Administrative Officer (CAO)
- Period ending June 30, 2015
- Period ending September 30, 2015
 (4:08 p.m. – 4:11 p.m.)

A request was made to have a clearer breakdown of the Chief Administrative Officer’s expenses included with the quarterly reporting of the Council and Chief Administrative Officer’s Expense Summary.

Moved by Councillor S. Germain that the Expense Summary for Council and Office of the Chief Administrative Officer (CAO) for the periods ending June 30, 2015 and September 30, 2015 be received as information.

CARRIED UNANIMOUSLY

4. 2015 External Audit Service Plan – Deloitte LLP
 (4:12 p.m. – 4:21 p.m.)

Rachel Gosse, Deloitte LLP, provided a presentation on the 2015 External Audit Service Plan, and requested that the Audit Committee members work with administration to answer the questions contained on page 26 of the 2015 External Audit Service Plan.

Moved by Councillor S. Germain that the 2015 External Audit Service Plan as provided by the external Auditors, Deloitte LLP, be recommended to Council for approval.

CARRIED UNANIMOUSLY

5. Appointment of External Auditor – 2016 Year End
 (4:22 p.m. – 4:28 p.m.)

Elsie Hutton, Chief Financial Officer; and Kola Oladimeji, Director of Financial Services, provided a brief presentation and recommendation on the appointment of an External Auditor for the 2016 year end.

Moved by Councillor J. Stroud that the following be recommended to Council for approval:

- That Deloitte LLP be reappointed as external auditor for the Regional Municipality of Wood Buffalo, Wood Buffalo Regional Library, Regional Recreation Corporation and Wood Buffalo Housing & Development Corporation for the December 31, 2016 year end audit.
- THAT Administration be authorized to enter into a one year contract extension for the provision of external audit services for the December 31, 2016 year end by Deloitte LLP.

CARRIED UNANIMOUSLY

6. Governance Discussion
(4:28 p.m.)

D. Leflar, Chief Legislative Officer, suggested that the Governance Discussion be deferred to the next meeting to allow for the discussion to take place with all Committee members present.

Moved by Councillor S. Germain that the Governance Discussion be deferred to the next Audit Committee meeting.
CARRIED UNANIMOUSLY

7. Next Meeting Date
(4:29 p.m.)

Moved by Councillor S. Germain that the next meeting of the Audit Committee be scheduled for January 13, 2016 at 4:00 p.m.
CARRIED UNANIMOUSLY

Adjournment

As all scheduled business matters had been concluded, Vice Chair J. Stroud declared the meeting adjourned at 4:30 p.m.

Chair

Chief Legislative Officer