



City of Maple Ridge
Audit & Finance Committee
MEETING MINUTES

The Minutes of the Regular Meeting of the Audit & Finance Committee held virtually and in the Blaney Room, City Hall on January 20, 2021 at 10:30 am.

COMMITTEE MEMBERS PRESENT

Councillor Robson*
Councillor Dueck
Mayor Morden

STAFF MEMBERS PRESENT

Al Horsman	Chief Administrative Officer
Christina Crabtree*	General Manager Corporate Services
Catherine Nolan	Corporate Controller
Trevor Thompson	Director of Finance
Erin Mark	Clerk 3

*Participated remotely due to the COVID-19 pandemic.

Note: Mayor Morden chaired the meeting until Item 5.2 Selection of Committee Chair.

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**

R/2021-AFC-001

It was moved and seconded

That the agenda for the January 20, 2021 Audit & Finance Committee meeting be approved as circulated.

CARRIED

- 3. ADOPTION OF MINUTES - Nil**
- 4. DELEGATIONS – Nil**
- 5. NEW AND UNFINISHED BUSINESS**

5.1. Role of the Audit and Finance Committee

The Corporate Controller provided a brief overview of the Committee's Terms of Reference and inquired if the Committee felt any changes were required. The Committee did not request any amendments to the Committee's Terms of Reference.

5.2. Selection of Committee Chair

Mayor Morden called for nominations for Chair of the Audit and Finance Committee.

R/2021-AFC-002

It was moved and seconded

That Mayor Morden be elected as the Chair of the Audit and Finance Committee.

CARRIED

Note: Mayor Morden continued chairing the meeting after his election.

5.3. Fee for Service Agreements Review

The Corporate Controller spoke about the Fee for Service Agreements Review which was referred to the Committee by Council during the January 12, 2021 Council Workshop meeting and asked the Committee members for their comments on type of review, scope and timeline. Members agreed a Fee for Service Policy review was required and requested staff present a recommendation report to the Audit and Finance Committee in late spring 2021.

5.4. 2021 Meeting Schedule

The Committee reviewed the proposed schedule which included quarterly meetings. The Committee requested additional meetings be added on a monthly basis. Staff will develop an expanded meeting schedule and present it at the next Committee meeting.

5.5. 2020 Audit Planning

The Corporate Controller introduced Brian Szabo representing BDO Canada LLP who will be completing the City's 2020 Audit. Mr. Szabo provided an overview of BDO's 2020 Audit Planning Report and noted that most of the report is consistent with prior years. Committee members asked Mr. Szabo and staff questions about the upcoming audit.

6. QUESTION PERIOD – Nil

7. NOTICE OF CLOSED MEETING

R/2021-AFC-003

It was moved and seconded


The meeting will be closed to the public pursuant to Sections 90 (1) and 90 (2) of the *Community Charter* as the subject matter being considered relates to the following:

Section 90(1)(l) Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

Any other matter that may be brought before the Committee of Council that meets the requirements for a meeting closed to the public pursuant to Sections 90 (1) and 90 (2) of the Community Charter or Freedom of Information and Protection of Privacy Act.

CARRIED

8. ADJOURNMENT at 11:37 am



Mayor Mike Morden, Chair
/em