

City of Maple Ridge

**AUDIT AND FINANCE COMMITTEE MEETING MINUTES**

The Minutes of the Audit and Finance Committee Meeting held in the Blaney Room of the Municipal Hall, 11995 Haney Place, Maple Ridge, BC on February 19, 2019 at 2:33 pm.

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**PRESENT**

**Committee Members**

Councillor J. Dueck, Chair  
Mayor M. Morden  
Councillor K. Duncan  
Councillor C. Meadus  
Councillor R. Svendsen  
Councillor A. Yousef

**Appointed Staff**

K. Swift, Acting Chief Administrative Officer  
F. Quinn, General Manager Public Works and Development Services  
C. Nolan, Corporate Controller  
T. Thompson, Chief Financial Officer  
L. Benson, Director of Corporate Administration  
A. Allen, Committee Clerk

**ABSENT**

Councillor G. Robson

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Note: These Minutes are also posted on the City's Website at [www.mapleridge.ca](http://www.mapleridge.ca)

The meeting was live streamed and recorded by the City of Maple Ridge.

Mayor Morden chaired the meeting as the presiding member.

1. **INTRODUCTIONS**
2. **APPOINTMENT OF CHAIRPERSON**

R/2019-001

It was moved and seconded

**That Councillor Judy Dueck be elected Chair of the Audit and Finance Committee.**

CARRIED

Note: Councillor Dueck assumed the Chair.

3. **APPROVAL OF THE AGENDA**

R/2019-002

It was moved and seconded

**That the agenda for the February 19, 2019 Audit & Finance Committee meeting be approved as circulated.**

CARRIED

4. **ADOPTION OF MINUTES**

R/2019-003

It was moved and seconded

**That the minutes of the Audit & Finance Committee dated July 3, 2018 be adopted as circulated.**

CARRIED

5. **ROLE OF THE AUDIT AND FINANCE COMMITTEE**

The Corporate Controller reviewed the role and responsibilities of the committee.

6. **ADOPT TERMS OF REFERENCE**

The Corporate Controller summarized the terms of reference. There was discussion on including additional terms in order to allow the Committee latitude to review aspects of the previous financial plan, current strategic plan, and metrics of the organization as well as including the Chair in setting the Committee agenda.

R/2019-004

It was moved and seconded

**That the Audit and Finance Committee Terms of Reference be adopted as amended:**

- **The Committee Chair is to be included in the agenda setting process;**
- **To review the Business Planning framework;**
- **To review organizational metrics.**

CARRIED

7. **2018 AUDIT UPDATE**

- **Bill Cox, FCPA, FCA, Partner, BDO Canada LLP**

Bill Cox, presented the audit service plan for the audit of the financial statements of the City of Maple Ridge for the year ended December 31, 2018. Mr. Cox reviewed high level aspects of the audit strategy and suggested the practice of including a closed notice on each Audit and Finance Committee agenda.

**8. NOTICE OF CLOSED COMMITTEE MEETING**

R/2019-005

It was moved and seconded

**That the meeting following this meeting be closed to the public pursuant to Section 90 (1)(l) of the Community Charter as the subject matter being considered relates to the following:**

- 1) 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].**

CARRIED

**9. ADJOURNMENT – 3:22 pm**

“Original signed by Judy Dueck”

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Councillor Judy Dueck, Chair