

AUDIT AND FINANCE STANDING COMMITTEE
MINUTES

January 10, 2011

PRESENT: Councillors Gloria McCluskey, Chair
Russell Walker, Vice-Chair
Stephen Adams
Bill Karsten
Tim Outhit
Sue Uteck

REGRETS: Councillors Barry Dalrymple
Linda Mosher

STAFF: Ms. Cathie O'Toole, Director, Finance
Ms. Cathy Mellett, Municipal Clerk
Ms. Melody Campbell, Legislative Assistant
Ms. Chris Newson, Legislative Assistant

OFFICE OF THE
AUDITOR GENERAL: Ms. Pauline Boudreau, Administrative Assistant

TABLE OF CONTENTS

1.	CALL TO ORDER.....	3
2.	APPROVAL OF MINUTES – November 4, 2010 (Revised)	3
3.	APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS.....	4
4.	CORRESPONDENCE, PETITIONS & DELEGATIONS	
	4.1 Correspondence.....	4
	4.2 Petitions.....	4
	4.3 Delegations.....	4
	4.3.1 Committee of Council Reform	4
5.	REPORTS	
	5.1 Draft Terms of Reference.....	4
	5.2 Proposed 2011 Meeting Schedule.....	5
6.	ADDED ITEMS	
	6.1 Appointments to Sub Committees.....	6
7.	NEXT MEETING DATE	6
8.	ADJOURNMENT	6

1. CALL TO ORDER

Ms. Melody Campbell, Legislative Assistant, called the meeting to order at 11:11 a.m. in the Council Chamber, 3rd Floor, City Hall, 1841 Argyle Street, Halifax.

Ms. Campbell then called for nominations for Chair of the Audit and Finance Standing Committee for the 2011 term.

MOVED by Councillor Karsten, seconded by Councillor Uteck that Councillor McCluskey be nominated as Chair of the Audit and Finance Standing Committee for the 2011 term.

Ms. Campbell gave the third call for nominations; hearing none, it was **MOVED by Councillor Karsten, seconded by Councillor Outhit that the nominations cease. MOTION PUT AND PASSED.**

Councillor McCluskey accepted the nomination as Chair of the Audit and Finance Standing Committee for the 2011 term. **MOTION PUT AND PASSED.**

Ms. Campbell then called for nominations for Vice-Chair of the Audit and Finance Standing Committee for the 2011 term.

MOVED by Councillor Uteck, seconded by Councillor Karsten, that Councillor Walker be nominated as Vice-Chair for the Audit and Finance Standing Committee for the 2011 term.

Ms. Campbell then gave the third call for nominations; hearing none, it was **MOVED by Councillor Karsten, seconded by Councillor Outhit that the nominations cease. MOTION PUT AND PASSED.**

Councillor Walker accepted the nomination as Vice-Chair of the Audit and Finance Standing Committee for the 2011 term. **MOTION PUT AND PASSED.**

Councillor McCluskey assumed the Chair at this time.

2. APPROVAL OF MINUTES – November 4, 2010 (Revised)

Councillor Uteck requested that Council be advised of the process in regard to the Auditor General's reports being posted online and that they be given prior notice of a report being posted.

Ms. Campbell advised that a Memorandum on the Audit Reporting Process was submitted by the Auditor General at the November 4, 2010 meeting of the former Audit Committee. This information will be circulated to the current Audit and Finance Standing Committee members.

MOVED by Councillor Walker, seconded by Councillor Karsten that the minutes of November 4, 2010, as revised, be approved. MOTION PUT AND PASSED.

3. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS

Additions: 4.3.1 Presentation by Ms. Cathy Mellett, Municipal Clerk
6.1 Appointments to Sub Committees

The Committee approved the agenda as revised.

4. CORRESPONDENCE, PETITIONS & DELEGATIONS

4.1 Correspondence – NONE

4.2 Petitions – NONE

4.3 Delegations

4.3.1 Committee of Council Reform

Ms. Cathy Mellett, Municipal Clerk, presented an overview of the Standing Committees of Council highlighting the role of the newly formed Audit and Finance Standing Committee. She noted that Councillor Walker was the Council representative on the Property Valuation Service Commission and confirmed that the Audit and Finance Standing Committee could request that he bring matters forward to the PVSC on their behalf.

The issue of staggered terms for the Audit and Finance Standing Committee members was brought forward at this time and discussed in more detail under Item 5.1 Draft Terms of Reference.

5. REPORTS

5.1 DRAFT TERMS OF REFERENCE

Ms. Mellet explained that the Committee was welcome to bring forward any revisions to the Terms of Reference. The Director of Finance and the Auditor General also have proposed revisions which will be circulated to the Committee members for further discussion at the next meeting.

The following proposed revisions were brought forward for further discussion at the next meeting:

- have staggered terms for Audit and Finance Standing Committee members to ensure continuity
- add two citizen representatives to the Composition of the Audit and Finance Standing Committee with a two year term

- have Community Council appointments as two year terms and one year terms for members at large

Ms. Mellett advised that including citizen representation as part of the Standing Committee composition was not the direction provided by Regional Council; however; the suggestion may be brought forward for Council's consideration.

Councillor Outhit noted that he was in support of citizen representation on the Standing Committee as citizen input from a person(s) with an audit or finance background would be beneficial.

Councillor Adams noted that if citizen representation were to be considered the Committee may want to consider evening meetings.

In response to a question by Councillor Walker, Ms. O'Toole advised that the suggestion of maintaining the former Audit Committee for up to one year, due to the working relationship with the Audit and Finance units, may no longer be necessary as there is continuity on the current Audit and Finance Standing Committee with former Audit Committee members serving on the new Standing Committee.

5.2 2011 Proposed Meeting Schedule

MOVED by Councillor Walker, seconded by Councillor Uteck that the Audit and Finance Standing Committee agree to meet on the third Wednesday of the month from 11:00 a.m. to 1:00 p.m. in Halifax Hall on the following dates with additional meetings to be scheduled as required:

January 19th
February 9th* (meeting the 2nd week due to Canada Games)
March 16th
April 20th
May 18th
June 15th
July – Council Break
August 17th
September 21st
October 19th
November 16th
December 14th

Councillor Outhit gave regrets for the March 16th meeting date.

MOTION PUT AND PASSED.

6. ADDED ITEMS

6.1 Appointments to the Audit and Finance Standing Committee Sub-Committees

Investment Policy Advisory Committee

MOVED by Councillor Karsten, seconded by Councillor Walker that Councillor Outhit be appointed to the Investment Policy Advisory Committee. MOTION PUT AND PASSED.

Grants Committee

MOVED by Councillor Karsten, seconded by Councillor Outhit that Councillor Walker be appointed to the Grants Committee in the role of Chair. MOTION PUT AND PASSED.

Special Events Advisory Committee

MOVED by Councillor Karsten, seconded by Councillor Walker that Councillor Uteck be nominated to the Special Events Advisory Committee in the role of Chair. MOTION PUT AND PASSED.

Further appointments to the Sub-Committees will be considered at the next Audit and Finance Standing Committee meeting pending review of all applications including Councillors.

7. NEXT MEETING DATE

The next meeting will be held on January 19, 2011 at 11:00 a.m. in the Halifax Hall.

8. ADJOURNMENT

The meeting was adjourned at 11:44 a.m.

Chris Newson
Legislative Assistant