

PELHAM AUDIT COMMITTEE MINUTES

Meeting #: PAC-05/2019
Date: Wednesday, November 20, 2019
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present: John Wink, Chair
Marianne Stewart
Ron Kore
Bill Crumm
Michael Cottenden

Staff Present: Teresa Quinlin,
Charlotte Tunikaitis
Holly Willford,

Other: None

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, Chair Wink called the meeting to order at approximately 4:25 p.m.

2. Approval of Agenda

Moved By Bill Crumm

Seconded By Michael Cottenden

THAT the agenda for the November 20th, 2019 regular meeting of the Pelham Audit Committee be adopted, as circulated.

3. Declaration of Pecuniary Interest and General Nature

There were no pecuniary interests disclosed by any of the members present.

4. Approval of Minutes

None.

5. Business Arising From Minutes

None.

6. Audit

None.

7. Operating Financial Report

None.

8. MCC Operating Financial Report

None.

9. Transit Operating Financial Report

None.

10. Capital Report

None.

11. Reserves

None.

12. New Business**12.1 Draft Debt and Reserve Policies**

Chair Wink commenced the discussion with an appreciative thanks to both Teresa Quinlin, Treasurer, and Charlotte Tunikaitis, Deputy Treasurer, for their hard work and dedication on the quality of the drafted policies.

Ms. Tunikaitis provided each member with a package of supporting documents, which included charts and graphs. Ms. Tunikaitis reviewed and explained each document.

Through discussion and consensus, the Committee directed Ms. Tunikaitis to revise the draft policies, as follows:

Reserve and Reserve Fund Policy

- Phase in reserve targets based on percentage

Capital Financing and Debt Management Policy

- FIR reference for L/T Liabilities should be SLC 70 2699 01 instead of SLC 70 2610 01
- Do we want a Debt to Reserve Ratio benchmark? A suggestion would be:
 - Low risk – less than or equal to 1
 - Moderate risk – 1 to 1.25
 - High risk – higher than 1.25
- Reserves and Reserve Funds as a % of Operating Expenditures – change the benchmarks
 - Greater than 40% - low risk
 - 20-40% - medium risk
 - Lower than 20% - high risk
- Take out reference to Niagara Region Draft Debt Risk Management Framework since it was not approved

Moved By Michael Cottenden

Seconded By Bill Crumm

THAT the Committee direct staff to revise the policies presented pursuant to the Committees consensus as recorded by the Deputy Treasurer;

AND THAT the Committee recommend to council to approve the draft policies as revised

Carried

13. Unfinished Business

None.

14. Next Meeting

The Chair noted the next scheduled meeting is for December 12, 2019.

15. Adjournment

Moved By Michael Cottenden

Seconded By Bill Crumm

THAT this Regular Meeting of the Pelham Audit Committee be adjourned.

Carried



Chair, John Wink

Deputy Clerk, Holly Willford