

PELHAM AUDIT COMMITTEE

MINUTES

Meeting #: PAC-06/2019
Date: Thursday, December 12 , 2019
Location: Town of Pelham Municipal Office – Miclette Room
20 Pelham Town Square, Fonthill

Members Present: John Wink, Chair
Marianne Stewart
Ron Kore (joined meeting at 5:12 pm)
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, the Chair Wink called the meeting to order at approximately 4:03 p.m.

2. Approval of Agenda

The Committee agreed by consensus that Item No. 14 (Development of Committee's Goals and Priorities) be moved on the agenda to be considered after Item No. 4 Approval of the Minutes.

Moved By Michael Cottenden

Seconded By Bill Crumm

THAT the agenda for the December 12th, 2019 regular meeting of the Pelham Audit Committee be adopted, as amended.

Carried

3. Declaration of Pecuniary Interest and General Nature

None.

4. Approval of Minutes

Moved By Michael Cottenden

Seconded By Bill Crumm

THAT the minutes of the October 16th, 2019 and draft revised Terms of Reference and the minutes of November 20th, 2019, of the Pelham Audit Committee be approved.

Carried

13. Unfinished Business

13.1 Development of Committee's Goals and Priorities

Bea Clark facilitated individual and group excises to help provide clarity as to the Committee's desired goals and priorities for the term. Ms. Clark gathered the information given and will present the Committee with proposed Goals and Priorities at a future meeting.

By consensus, the Committee determined 'Financial Risks' shall become a standard agenda item at future meetings.

Moved By Michael Cottenden

Seconded By Bill Crumm

THAT Bea Clark be directed to draft the Committees goals and priorities for review and approval by the Committee at a future meeting.

Carried

5. Business Arising From Minutes

None.

6. Audit

None.

7. Operating Financial Report

Councillor Kore joined the Committee Meeting at 5:12 pm.

The Committee reviewed the Operating Financial Report dated October 31st, 2019.

8. MCC Operating Financial Report

The Committee reviewed the Meridian Community Centre (“MCC”) Financial Report dated October 31st, 2019.

The Committee discussed the layout of the report and discussed the appendix, which provides statistics regarding room rentals at the MCC, in particular hours vs. days. The Committee expressed they may wish to see this in a different format or layout.

9. Transit Operating Financial Report

The Committee reviewed the Transit Operating Financial Report dated October 31st, 2019.

Teresa Quinlin, Treasurer and Director of Corporate Services indicated the Town has not yet received the provincial grant however expect the money to be received shortly.

10. Capital Report

None.

11. Reserves

None.

12. New Business

12.1 Financial Indicators from MMAH

The Committee reviewed the Financial Indicators from MMAH.

12. New Business

14. Next Meeting

Moved By Michael Cottenden

Seconded By Marianne Stewart

That the Committee approve the following date for future 2020 meetings:

- **Thursday March 5th, 2020 at 4:00pm**
- **Thursday May 7th, 2020 at 4:00pm**
- **Wednesday September 9th, 2020 at 4:00pm**
- **Wednesday November 25th, 2020 at 4:00pm**

Carried

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