

**AUDIT AND BUDGET COMMITTEE
ON-LINE TELECONFERENCE
MEETING MINUTES
Wednesday, April 29, 2020
9:30 a.m.**

MEMBERS PRESENT: K. Kawall, Chair
S. Beattie
R. Foster
B. Mackenzie
J. Metcalfe
B. Steele
M. Woodhouse

STAFF PRESENT: C. Sharma, Chief Administrative Officer/Secretary–Treasurer
G. Bivol, Executive Co-ordinator to the C.A.O/Board
A. Christie, Director, Operations & Strategic Initiatives
L. Gagnon, Director Corporate Services

OTHER: S. Plugers, KPMG

Chair Kawall called the meeting to order at 9:31 a.m.

1. APPROVAL OF AGENDA

Recommendation No. A&BC-12-2020

Moved by Board Member Steele

Seconded by Board Member Beattie

THAT the Audit and Budget Committee Meeting agenda dated Wednesday, April 29, 2020 **BE APPROVED** as presented.

CARRIED

2. DECLARATIONS OF CONFLICT OF INTEREST

None declared.

3. APPROVAL OF THE MINUTES

a) Minutes of the NPCA Audit and Budget Committee meeting dated March 12, 2020

Recommendation No. A&BC-13-2020

Moved by Board Member Foster

Seconded by Board Member Woodhouse

THAT the minutes of the Audit and Budget Committee meeting dated March 12, 2020 **BE APPROVED**.

CARRIED

4. CORRESPONDENCE

None.

5. DELEGATIONS / PRESENTATIONS

- a) Presentation by Scott Plugers, KPMG, RE: Audited Financial Statements and Audit Findings Report

Recommendation No. A&BC-14-2020

Moved by Board Member Beattie

Seconded by Board Member Steele

THAT the presentation by Scott Plugers, KPMG, RE: Audited Financial Statements and Audit Findings Report **BE RECEIVED**.

CARRIED

6. CONSENT ITEMS

None.

7. DISCUSSION ITEMS

- a) Report No. A&BC-05-2020 RE: 2019 Audited Financial Statements

Recommendation No. A&BC-15-2020

Moved by Board Member Woodhouse

Seconded by Board Member Metcalfe

1. **THAT** Report No. A&BC-05-2020 RE: 2019 Audited Financial Statements **BE RECEIVED**.

2. **THAT** the 2019 Audited Financial Statements and the 2019 Audit Findings Report **BE RECOMMENDED** to the Board of Directors for approval.

CARRIED

Recommendation No. A&BC-16-2020

Moved by Board Member Steele

Seconded by Board Member Metcalfe

THAT management **PRESENT** a 2019 variance analysis of revenues and expenses at the next Board of Directors meeting.

CARRIED

b) Report No. A&BC-04-2020 RE: Financial Report - Q1 - 2020

Recommendation No. A&BC-17-2020

Moved by Board Member Beattie

Seconded by Board Member Foster

THAT Report A&BC 04-2020 Respecting Financial Report – Q1 - 2020 **BE RECEIVED** for information.

CARRIED

c) Report No. A&BC-06-20 RE: Audit and Budget Committee Terms of Reference and 2020 Work Plan

Recommendation No. A&BC-18-2020

Moved by Board Member Beattie

Seconded by Board Member Metcalfe

1. **THAT** Report No. A&BC-06-20 RE: The Audit and Budget Committee be renamed the Finance Committee and the Terms of Reference and 2020 Work Plan **BE RECEIVED** for information.

2. **THAT** the proposed changes to the Audit and Budget Committee Terms of Reference attached as Appendix 1 to Report No. A&BC-06-20 **BE APPROVED**.

3. **THAT** the 2020 Audit and Budget Committee Work Plan attached as Appendix 2 to Report No. A&BC-06-20 **BE APPROVED**.

4. **THAT** the final Audit and Budget Committee Terms of Reference **BE APPENDED** to the updated NPCA Administrative By-Law to be presented for Board approval in 2020;

5. **AND FURTHER THAT** until the approval of the updated Administrative By-Law and associated Terms of Reference, the Audit and Budget Committee **CONTINUE** to conduct its business per existing Terms of Reference dated September 18, 2019.

CARRIED

d) Report No. A&BC-03-2020 RE: Establishing a 2020 Audit and Budget Committee Meeting Calendar

Recommendation No. A&BC-19-2020

Moved by Board Member Beattie

Seconded by Board Member Foster

1. **THAT** Report No. A&BC-03-2020 RE: Establishing a 2020 Audit and Budget Committee Meeting Calendar **BE RECEIVED**.

2. **THAT** meetings for the NPCA Audit and Budget Committee for 2020 **BE ESTABLISHED** as: Thursday, July 29 and Thursday, October 28.

CARRIED

8. NEW BUSINESS

The Committee discussed matters to be brought forward to the Board’s attention.

9. ADJOURNMENT

Recommendation No. A&BC-20-2020

Moved by Board Member Metcalfe

Seconded by Board Member Foster

THAT the Audit and Budget Committee meeting of April 29, 2020 be hereby adjourned at 11:30 a.m.

CARRIED

K. Kawall
Committee Chair

C. Sharma
C.A.O. / Secretary - Treasurer