



Minutes

Audit Committee Meeting

Minutes of the Meeting of Audit Committee

Date: Monday, June 1, 2015

Time: 5:00 pm.

Location: Room 1A, 40 Sheppard Avenue, North York, Toronto, ON, M2N 6K9

Audit Committee Members:

Santosh Gupta, P. Eng., FEC
Changiz Sadr, P.Eng., FEC
Ewald Kuczera, M.Sc., P.Eng.

Staff: Maria Cellucci, CPA, CA, Controller
Lucy Capriotti, Administrative Assistant

Regrets: Thomas Chong, M.Sc., P.Eng., FEC, PMP, President
Danny Chui, P.Eng., FEC

1. Approval of Agenda

A motion to approve the agenda was passed by the members.

MOTION

That the agenda as presented be approved.
Moved by S. Gupta and seconded by C. Sadr.

MOTION CARRIED

2. Election of Chair and Vice Chair

M. Cellucci asked for any nominations for the Chair position. C. Sadr nominated E. Kuczera and E. Kuczera accepted the nomination.

MOTION

E. Kuczera accepted the nomination as Chair of the Audit Committee.

Moved by C. Sadr and seconded by S. Gupta that E. Kuczera be appointed as Chair.

MOTION CARRIED

E. Kuczera asked if anyone was interested as Vice Chair of the Audit Committee. S. Gupta expressed interest in the Vice Chair position.

MOTION

S. Gupta accepted the position as the Vice Chair of the Audit Committee.

Moved by E. Kuczera and seconded by C. Sadr (next meeting)

MOTION CARRIED

E. Kuczera asked if additional non-councillor members should be added to the Audit Committee. It was agreed by members that the maximum number of additional members (two) could be added to the committee if appropriate candidates were found. E. Kuczera and M. Cellucci will be working with V. Aleksandrova to search for these additional members.

C. Sadr discussed that there should also be a Council Liaison and that the Chair is automatically the Council Liaison. Members agreed to this.

MOTION

E. Kuczera asked for a motion to recruit two non-councillor members to the Audit Committee.

Moved by C. Sadr and seconded by S. Gupta

MOTION CARRIED

3. Appointment of the Volunteer Expense Appeal Subcommittee members

Both E. Kuczera and S. Gupta are interested in remaining on the Volunteer Expense Appeal Subcommittee (subcommittee). C. Sadr would consider being on the subcommittee if there is no interest from absent members. M. Cellucci will send out an email asking those committee members absent from the meeting if they are interested in being a member of the subcommittee. E. Kuczera said they will be dealing with this as the parent committee until they can get appointees. E. Kuczera asked M. Cellucci that if there are other appeals in the interim, to email the committee members and get the majority of them to agree on what should be done.

M. Cellucci discussed one appeal 1) **Volunteer** (ERC interview Jan 26/15) indicated that he was late in filing because he did not know about the three month submission deadline and his intention was to reduce the number of claims by submitting as many claims as possible in one expense report.

The committee requested that M. Cellucci ask all committee staff advisors to send a reminder to committee members reminding them what the time limit is for expense reimbursement and to attach a copy of the policy.

Everyone was in agreement to accept the late expense submitted for this volunteer and requested that M. Cellucci advise him accordingly.

4. Approval of Minutes from March 10, 2015

That the Minutes be approved as presented.

MOTION

That the Minutes of March 10, 2015 meeting of the Audit Committee be approved, moved by C. Sadr and seconded by S. Gupta.

MOTION CARRIED

5. Business Arising from the Minutes

E. Kuczera asked about status of revisions to the Expense Reimbursement Policy incorporating the subcommittee's suggestions. M. Cellucci advised that it was decided to bring the Expense Reimbursement Policy forward to Council per the original intended date of April, 2016 so that comments from other staff/departments could be incorporated in the revisions. Proposed revisions would be presented to and approved by the Audit Committee and Finance Committee, before presentation to Council.

6. Review of Annual Work Plan

A motion was requested by M. Cellucci that we add a further amendment to the Terms of Reference to include the staff advisor and the changes with regards to positions since M. Cellucci is now the staff advisor. This would be the two last rows, Staff Support would be Administrative Assistant, Finance and Committee Advisor would be Controller. M. Cellucci explained that the Terms of Reference revised at the last meeting will be approved by the ACV committee on August 27th.

M. Cellucci discussed the Work Plan. This should be reviewed and revised. The committee agreed that the Work Plan, with recommended changes by staff, should be circulated to committee members in advance of the next meeting so that they can review and send in any comments in advance of the next meeting. A copy of the most recent version of the Terms of Reference should also be distributed.

MOTION

That the Terms of Reference be changed to show Controller as Staff Advisor and Administrative Assistant, Finance as the Staff Support.

Moved by S. Gupta and seconded by C. Sadr.

MOTION CARRIED

7. Date of Next Meeting

Set up a teleconference or face to face meeting at least one week before the ACV meeting. At the next meeting, we will invite the proposed new members so that once they are voted in they will also be a part of the process of reviewing the Terms of Reference and Work Plan.

Doodle Poll will be sent out for the week of July 6th or 13th, 2015.

8. Adjournment

The committee agreed to adjourn the meeting at 6:00 p.m. and a motion was passed to that effect.

MOTION

That meeting be adjourned.

Moved by C. Sadr and seconded by S. Gupta.

MOTION CARRIED