

MINUTES OF THE AUDIT COMMITTEE OF THE TOWN OF TABER,
IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL
CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, MARCH
18, 2013, AT 2:00 PM.

PRESENT: Mayor Ray Bryant
Councillor Louie Tams
Councillor Garth Bekkering

ALSO PRESENT:

Greg Birch, Chief Administrative Officer (CAO)
Dale Culler, CA, Director of Corporate Services
Donna Weiss, Corporate Services Administrative
Assistant

ORDER

G. Birch called the Audit Committee Meeting to Order at 2:05 PM.

SELECTION OF CHAIR

G. Birch called for nominations from the floor for the position of Chair of the Audit Committee.

Councillor Tams nominated Mayor Bryant for the position of Chair of the Audit Committee.

G. Birch called for further nominations, a second, and a third and final time.

Being as there were no further nominations, Mayor Bryant was declared elected Chair of the Audit Committee, by acclamation.

Mayor Bryant assumed the Chair duties for the balance of the Audit Committee meeting.



ADOPTION OF THE AGENDA

Mayor Bryant inquired if there were any additions or deletions to the Agenda, and advised there was none.

RES. 1/13 MOVED by Councillor Tams that the Audit Committee adopt the agenda as presented.

CARRIED UNANIMOUSLY

ACTION ITEMS**A) Review of Operating Procedures**

G. Birch reviewed the existing Audit Committee Policy 05/10/11.

The Audit Committee made the following comments:

- Mayor Bryant stated the need to review the work flow to reflect the fact that the Audit Committee is not comprised of all of Council.
- Councillor Tams stated the need for the Audit Committee to hold meetings without Administration staff being present.

RES. 2/13 MOVED by Councillor Bekkering that the Audit Committee accepts the existing Audit Committee Policy 05/10/11 and requests Administration to revise the Policy based on the input from the Audit Committee received at this meeting. The revised Policy is to be brought back to the Audit Committee prior to being recommended to Council.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D**B) Selection of Regular Meeting Dates and Times**

The Committee discussed how they would like to operate. D. Culler noted the need for more meetings in the near future, prior to the audit being approved by Council.

The Committee discussed the need for regular quarterly meetings.

RES. 3/13 MOVED by Councillor Tams that the Audit Committee Meetings be at the Call of the Chair and at least quarterly to be held at 2:00 PM either the 3rd or 4th Tuesday of the month.

CARRIED UNANIMOUSLY

RES. 4/13 MOVED by Councillor Tams that the next Audit Committee Meeting will be held on April 9, 2013 at 2:00 PM in the Town of Taber Council Chambers.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES – NONE**CLOSED SESSION**

RES. 5/13 MOVED by Councillor Bekkering that the Audit Committee move to Closed Session to discuss Advice from Officials (FOIP Sections 23, 24 and 26).

CARRIED UNANIMOUSLY AT 2:27 PM

OPEN SESSION

RES. 6/13 MOVED by Councillor Bekkering that the Audit Committee reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 4:27 PM

OPEN SESSION – CONT'D

RES. 7/13 MOVED by Councillor Tams that the Audit Committee approves the recommendation to Council for the transfer of \$1,277,626.00 from unrestricted net assets from 2012 operations to general capital reserves.

CARRIED UNANIMOUSLY

RES. 8/13 MOVED by Councillor Bekkering that the Audit Committee approves the recommendation to Council for the transfer of additional capital reserve funding for the following capital projects that were over budget:
a) \$191.26 for the 2012 Project – Server Virtualization;
b) \$6,658.25 for the 2012 Project – Patrol Camera Sets;
c) \$2,318.06 for the 2012 Project – Police Car;
d) \$6,536.86 for the 2012 Project – 58th Avenue Park Playground Equipment.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 9/13 MOVED by Councillor Tams that this Audit Committee Meeting is hereby closed.

CARRIED UNANIMOUSLY AT 4:29 PM

P. Bryant

_____ CHAIR

[Signature]

_____ CHIEF ADMINISTRATIVE OFFICER