

**MEETING NO: #** 01 19 Finance & Audit Committee Meeting

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## MINUTES

A meeting of the Finance & Audit Committee was held on April 11, 2019 at 9:30 a.m. at Conservation Halton Administration Office, Burlington ON.

Present: Rob Burton  
Mike Cluett (arrived 9.45 a.m.)  
Joanne Di Maio  
Moya Johnson  
Jim Sweetlove

Guest: Matthew Betik, CPA, KPMG LLP

Staff Present: Hassaan Basit, CAO/Secretary- Treasurer  
Marnie Piggot, Director of Finance,  
Niamh Buckley, Administrative Assistant

### 1. Acceptance of Agenda as distributed

**FA 01 01** Moved by: Moya Johnson  
Seconded by: Joanne Di Maio

THAT the **Agenda be accepted as distributed.**

*Carried*

### 2. Disclosure of Pecuniary Interest for Finance & Audit Committee

There was no disclosure of pecuniary interest.

### 3. Consent Items

Roll Call & Mileage

Consent Items were adopted

### 4. Action Items

#### 4.1 Election of Officers for 2019

The CAO/Secretary-Treasurer assumed the Chair.

4.1.1 The CAO/Secretary-Treasurer called for a motion to appoint Election Scrutineers to count the ballots for the election of Chair and Vice Chair.

**FA 01 02** Moved by: Moya Johnson  
Seconded by: Joanne Di Maio

THAT Marnie Piggot, Director, Finance, and Niamh Buckley, Administrative Assistant **be appointed as scrutineers in the event of an election and that all ballots be destroyed by the scrutineers afterwards.**

***Carried***

4.1.2 The CAO/Secretary-Treasurer called for nominations for the position of Chair of the CH Finance & Audit Committee for 2019.

It was Moved by Moya Johnson that Rob Burton be nominated for the position of Chair for 2019.

The CAO/Secretary-Treasurer called for nominations for a second time. There were no nominations.

The CAO/Secretary-Treasurer called for nominations for a third time. There were no nominations.

The CAO/Secretary-Treasurer called for a motion to close nominations for the position of Chair of CH Finance & Audit Committee for 2019.

**FA 01 03** Moved by: Jim Sweetlove  
Seconded by: Moya Johnson

THAT nominations **be closed for the position of Chair of CH Finance & Audit Committee 2019.**

***Carried***

Rob Burton confirmed he would allow his name to stand and thanked all present.

The CAO declared Rob Burton, by acclamation, to the position of Chair of CH Finance & Audit Committee for 2019.

4.1.3 The CAO/Secretary-Treasurer called for nominations for the position of Vice Chair of CH Finance & Audit Committee for 2019.

It was Moved by Moya Johnson that Jim Sweetlove be nominated for the position of Vice Chair of CH Finance & Audit Committee for 2019.

The CAO/Secretary-Treasurer called for nominations for a second time. There were no nominations.

The CAO/Secretary-Treasurer called for nominations for a third time. There were no nominations.

The CAO/Secretary-Treasurer called for a motion to close nominations for the position of Vice Chair of CH Finance & Audit Committee for 2019.

**FA 01 04** Moved by: Moya Johnson

Seconded by: Joanne Di Maio

THAT nominations be closed for the position of Vice Chair of CH Finance & Audit Committee for 2019

***Carried***

Jim Sweetlove confirmed he would allow his name to stand and thanked all present.

The CAO declared Jim Sweetlove, by acclamation, to the position of Vice Chair of CH Finance & Audit Committee for 2019.

#### 4.2 2018 Audited Financial Statements Report #: FA 01 19 01

**FA 01 05** Moved by: Jim Sweetlove  
Seconded by: Mike Cluett

THAT the Finance & Audit Committee **recommend to the Conservation Halton Board of Directors the attached audited financial statements for the year ended December 31, 2018 be approved.**

***Carried***

Matthew Betik provided an overview of the Auditor's Report and Audit Findings Report.

#### 5. In Camera

**FA 01 06** Moved by: Jim Sweetlove  
Seconded by: Mike Cluett

THAT the Finance & Audit Committee **convene In Camera**

**FA 01 07** Moved by: Moya Johnson  
Seconded by: Mike Cluett

THAT the Finance & Audit Committee **reconvene in public forum.**

***Carried***

#### 6. Other Business

There was no other business to discuss

#### 7. Adjournment

**FA 01 08** Moved by: Moya Johnson

THAT the CH Finance & Audit Committee meeting **be adjourned at 10:05 a.m.**

***Carried***