STANDING COMMITTEE ON FINANCE AND AUDIT

Minutes of the Standing Committee on Finance and Audit meeting held in the 2nd Floor Conference Room at City Hall, 1100 Patricia Boulevard, Prince George, BC on Monday, May 9, 2016 at 12:00 p.m.

PRESENT: Councillor **Frizzell**, Chair; Mayor **Hall;** and Councillor **Everitt**

IN ATTENDANCE: Councillor **Merrick**; Ms. **Soltis**, City Manager; Mr. **Dalio**, Director of Finance; Mr. **Whitwham**, General Manager of Community Services; Mr. **Mikkelsen**, Manager of CN Centre; Ms. **Johnson**, Supervisor of Accounting Services **<12:05 p.m. to 12:45 p.m.>** ; Ms. **Halvorson**, Supervisor of Financial Services **<12:05 p.m. to 12:45 p.m.>** ; Ms. **Marren**, Prince George Public Library **<12:05 p.m. to 12:45 p.m.>** ; Ms. **Tindill**, Prince George Public Library **<12:05 p.m. to 12:45 p.m.>** ; Ms. **Hummel**, Tourism Prince George **<12:05 p.m. to 12:45 p.m.>** ; Ms. **Hierl-Steinbauer**, Tourism Prince George **<12:05 p.m. to 12:45 p.m.>** ; Ms. **Newman**, Deloitte LLP **<12:05 p.m. to 12:45 p.m.>** ; Ms. **Eberherr**, Deloitte LLP **<12:05 p.m. to 12:45 p.m.>**; Ms. **Shiels**, Deloitte LLP **<12:05 p.m. to 12:45 p.m.>** ; and Ms. **Jackson**, Legislative Assistant.

A. COMMENCEMENT

Councillor Frizzell called the Standing Committee on Finance and Audit meeting to order at 12:05 p.m.

B. ADOPTION OF AGENDA

Moved by Councillor Everitt, seconded by Mayor Hall, that the agenda for the May 9, 2016 Standing Committee on Finance and Audit meeting, BE ADOPTED.

Carried Unanimously

C. ADOPTION OF MINUTES

C.1 Minutes of the Finance and Audit Committee Meeting held April 11, 2016

Moved by Mayor Hall, seconded by Councillor Everitt, that the minutes of the meeting held April 11, 2016 for the Standing Committee on Finance and Audit, BE ADOPTED.

Carried Unanimously

D. REPORTS

D.1 Report dated May 3, 2016 from Kris Dalio, Director of Finance, regarding 2015 Financial Statements and Audit.

Ms. Newman and Ms. Eberherr, Deloitte LLP, provided a presentation to the Committee outlining the 2015 Financial Statements and Audit.

Ms. Newman and Ms. Eberherr responded to questions of the Committee.

D.2 2015 Financial Statements of the Prince George Public Library

Ms. Marren, Ms. Tindill and Ms. Shiels provided a presentation outlining the Prince George Public Library's Financial Statements for 2015.

Ms. Marren, Ms. Tindill and Ms. Shiels responded to questions of the Committee.

D.3 2015 Financial Statements of Tourism Prince George Society

Ms. Hummel, Ms. Hierl-Steinbauer, and Ms. Newman provided a presentation outlining the Tourism Prince George Society's Financial Statements for 2015.

Ms. Hummel, Ms. Hierl-Steinbauer, and Ms. Newman responded to questions of the Committee.

Moved by Mayor Hall, seconded by Councillor Everitt, that the Committee:

1. **RECEIVES the 2015 Management Letter, as attached to the report dated May 3, 2016 titled "2015 Financial Statements and Audit";**

2. **RECEIVES the presentation from Deloitte LLP with respect to the 2015 Financial Statements; and**

3. **APPROVES the 2015 Financial Statements as attached to the report dated May 3, 2016 titled "2015 Financial Statements and Audit."**

Carried Unanimously

D.4 Report dated May 2, 2016 from Rob Whitwham, General Manager of Community Services, regarding Prince George Playhouse Theatre Fees and Charges Proposed Amendments.

Mr. Whitwham and Mr. Mikkelsen advised the Committee that there is a typo on Appendix B regarding the proposed Stage Manager's wages and that the wage amounts should be amended as follows: Stage Manager, $25.00 - $35.00 per hour (1st 8 hours).

Mr. Whitwham and Mr. Mikkelsen responded to questions of the Committee.

Moved by Councillor Everitt, seconded by Mayor Hall, that the Committee APPROVES amendments to the "City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004", "Schedule B7-Community Services, Prince George Playhouse Theatre" as outlined in Appendix B attached to the report dated May 2, 2016 titled "Prince George Playhouse Theatre Fees and Charges Proposed Amendments" and as amended by changing the Stage Manager's Wage from $25.00 - $35.00 per hour (1st 8 hours).

Carried Unanimously

D.4 2016 Schedule and Work Plan

Councillor Frizzell requested the 2016 Schedule and Work Plan be amended to change the June meeting from June 13 to June 20, 2016.

Moved by Mayor Hall, seconded by Councillor Everitt, that the 2016 Schedule and Work Plan for the Standing Committee on Finance and Audit BE AMENDED to schedule the June meeting for June 20, 2016.

Carried Unanimously

E. ADJOURNMENT

Moved by Mayor Hall, seconded by Councillor Everitt, that there being no further business, the meeting of the Standing Committee on Finance and Audit BE ADJOURNED.

Carried Unanimously

The meeting adjourned at 12:54 p.m.

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Councillor Frizzell, Chair

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Certified Correct