



Audit and Finance Committee

**Friday, March 1, 2024
10:00 AM**

Henry Baker Hall, Main Floor, City Hall



OFFICE OF THE CITY CLERK

**Public Agenda
Audit and Finance Committee
Friday, March 1, 2024**

Appointment of Chairperson and Vice-Chairperson**Approval of Public Agenda****Adoption of Minutes**

Minutes of the public meeting held on November 30, 2023

Communications

AFC24-1 Governance Training

Recommendation

That the Audit and Finance Committee receive and file this communication.

AFC24-2 Documented Standard Procedures and Glossary of Terms

Recommendation

That the Audit and Finance Committee receive and file this communication.

AFC24-3 Delegated Authority

Recommendation

That the Audit and Finance Committee receive and file this communication.

AFC24-4 Quarterly Financial Statements Preparation

Recommendation

That the Audit and Finance Committee receive and file this communication.

AFC24-5 Capital Project Reporting

Recommendation

That the Audit and Finance Committee receive and file this communication.



OFFICE OF THE CITY CLERK

AFC24-6 Reserve Fund Reporting

Recommendation

That the Audit and Finance Committee receive and file this communication.

Resolution for Private Session

AT REGINA, SASKATCHEWAN, THURSDAY, NOVEMBER 30, 2023

AT A MEETING OF AUDIT AND FINANCE COMMITTEE
HELD IN PUBLIC SESSION

AT 4:00 PM

These are considered a draft rendering of the official minutes. Official minutes can be obtained through the Office of the City Clerk once approved.

Present: Mayor Sandra Masters, in the Chair
Lin Gallagher
Robert Humphries
Ted Warawa

Regrets: Jason Drummond
Councillor Jason Mancinelli
Councillor Landon Mohl

Also in Attendance: Council Officer, Allyson Zuck
Deputy City Manager, City Operations, Kurtis Doney
Deputy City Manager, City Planning & Community Development, Deborah Bryden
Deputy City Manager, Financial Strategy & Sustainability, Barry Lacey
Director, Financial Services, Kim Krywulak
Director, Land, Real Estate & Facilities, Shauna Bzdel
Director, Roadways & Transportation, Chris Warren (Videoconference)
Manager, Budget & Long-Term Financial Planning, Curtis Smith
Manager, Financial Analysis & Support, Calvin Ear
Manager, Financial Analysis & Support, Justin Morin

APPROVAL OF PUBLIC AGENDA

Lin Gallagher moved, AND IT WAS RESOLVED, that the agenda be approved, at the call of the chair.

ADOPTION OF MINUTES

Lin Gallagher moved, AND IT WAS RESOLVED, that the minutes of the meeting held on November 30, 2023 be adopted, as circulated.

ADMINISTRATION REPORTS

AFC23-11 2023 Q3 Forecast Report

Recommendation

The Audit and Finance Committee recommends that City Council receive and file this report at its December 6, 2023 meeting.

Ted Warawa moved, AND IT WAS RESOLVED, that the recommendation in the report be concurred in.

The motion was put and declared CARRIED.

The Committee recessed at 5:44 p.m.

The Committee reconvened at 6:07 p.m.

AFC23-12 Proposed Budget Update

Recommendation

That the Audit and Finance Committee receive, file and permanently close this communication.

Administration made a presentation.

Ted Warawa moved, AND IT WAS RESOLVED, that the communication be received and filed.

ADJOURNMENT

Robert Humphries moved, AND IT WAS RESOLVED, that the meeting adjourn.

The meeting adjourned at 7:15 p.m.

Chairperson

Secretary



Memo

March 1, 2024

To: Members,
Audit and Finance Committee

Re: Governance Training

RECOMMENDATION

That the Audit and Finance Committee receive and file this communication.

BACKGROUND

The Committee will discuss its objectives and expectations regarding options for orientation for citizen members upon appointment to the Committee.

Respectfully submitted,


Janice Hudson, Council Officer

2/22/2024



Memo

March 1, 2024

To: Members,
Audit and Finance Committee

Re: Documented Standard Procedures and Glossary of Terms

RECOMMENDATION

That the Audit and Finance Committee receive and file this communication.

BACKGROUND

The Committee will discuss the current state of standard operating procedures, including a glossary of accounting and financial terms.

Respectfully submitted,


Janice Hudson, Council Officer

2/22/2024



Memo

March 1, 2024

To: Members,
Audit and Finance Committee

Re: Delegated Authority

RECOMMENDATION

That the Audit and Finance Committee receive and file this communication.

BACKGROUND

The Committee will review the current state of delegated authority across all city operations.

Respectfully submitted,


Janice Hudson, Council Officer

2/22/2024



Memo

March 1, 2024

To: Members,
Audit and Finance Committee

Re: Quarterly Financial Statements Preparation

RECOMMENDATION

That the Audit and Finance Committee receive and file this communication.

BACKGROUND

The Committee will discuss preparation of the City's quarterly financial statements.

Respectfully submitted,


Janice Hudson, Council Officer

2/22/2024



Memo

March 1, 2024

To: Members,
Audit and Finance Committee

Re: Capital Project Reporting

RECOMMENDATION

That the Audit and Finance Committee receive and file this communication.

BACKGROUND

The Committee will discuss capital project reporting.

Respectfully submitted,


Janice Hudson, Council Officer

2/22/2024



Memo

March 1, 2024

To: Members,
Audit and Finance Committee

Re: Reserve Fund Reporting

RECOMMENDATION

That the Audit and Finance Committee receive and file this communication.

BACKGROUND

The Committee will discuss reserve fund reporting.

Respectfully submitted,


Janice Hudson, Council Officer

2/22/2024