

DATE OF MEETING November 13, 2019

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SUBJECT 2020 FINANCE AND AUDIT COMMITTEE KEY DATE CALENDAR

OVERVIEW

Purpose of Report

To provide for the Finance and Audit Committee's consideration, the draft 2020 key date calendar.

Recommendation

That the Finance and Audit Committee recommend that Council approve the 2020 Finance and Audit Committee Key Date Calendar.

BACKGROUND

The purpose of the Finance and Audit Committee (committee) is to assist Council in fulfilling its oversight responsibilities over the finance of the City in accordance with the provisions of the *Community Charter* by providing advice on financial matters, enterprise risk matters, community investment matters, subsidiary companies as well as service agreements. Delegations related to financial matters are directed to attend Finance and Audit Committee meetings.

Prior to December 31st of each year a key date calendar for the upcoming year is prepared for each Council Committee or Task Force. Starting in February 2019 the Finance and Audit Committee meetings have been scheduled from 9:00 a.m. to 12:00 p.m. on the 3rd Wednesday of every month. At that time meetings were also moved to the Service and Resource Centre, Boardroom instead of the Vancouver Island Conference Centre, Shaw Auditorium. This has reduced costs by hosting meetings in City-owned facilities. Meetings will continue to be live streamed to the City's website and available for viewing after meetings end.

DISCUSSION

The Committee Operating Guidelines state that the Corporate Officer is responsible for determining the regular schedule of days, times and locations for committees. Staff have prepared the attached key date calendar (Attachment A) for the committee's consideration.

Recent amendments to the "Council Procedure Bylaw 2018 No. 7272" include a clause that no Regular Council Meetings will be held in August to allow for a summer break. Finance and Audit Committee Meetings have not been scheduled in August in order to align with this schedule; however, special meetings may still be held, if required. During budget time it is expected that additional meetings will be scheduled as needed.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the 2020 Finance and Audit Committee Key Date Calendar.
 - The advantages of this option: If adopted, the key date calendar would provide meeting dates for 2020 and Staff can begin preparing for these meetings.
 - The disadvantages of this option: None identified at this time.

2. That the Finance and Audit Committee provide alternate direction regarding the 2020 Key Date Calendar.
 - The advantages of this option: The Finance and Audit Committee could make adjustments to the schedule as needed.
 - The disadvantages of this option: There may be some delays in adopting the Finance and Audit Committee Key Date Calendar which could put future meetings on hold if not adopted before December 31st.

SUMMARY POINTS

- Committee meetings will be held on the 3rd Wednesday of the month from 9:00 a.m. to 12:00 p.m. in the Boardroom, Service and Resource Centre.
- No committee meetings have been scheduled for August.
- The 2020 Finance and Audit Committee key date calendar needs to be adopted prior to December 31st to avoid meeting delays.

ATTACHMENTS:

Attachment A – 2020 Finance and Audit Key Date Calendar]

Submitted by:]

Sheila Gurrie,
City Clerk]