Finance and Audit Committee (FAC)
Meeting Minutes

The members of the Finance and Audit Committee met on:
Wednesday, January 15, 2025, at 3:00 p.m.

PRESENT: Mark Steinman, Chair
Terry Nord
Mark Stevens
Greg Wight

ABSENT: Trecia McLennon

GUEST: Amy Jones

STAFF: Dan Pilon, CEO

MINUTES: Nancy Harris, Administrative Assistant

Items to be brought to the Commission for approvals:

6.2. FAC Terms of Reference (TOR)
6.3. FAC 2025 Meeting Schedule and Workplan

Moved by Mark Steinman second by Terry Nord that the FAC recommends approval by the Commission for items 6.2. FAC Terms of Reference and 6.3. FAC 2025 Meeting Schedule and Workplan with the said changes.

Staff Directions:

1. Direction was given to follow up with Trecia to ensure that she will be attending the March 17 meeting as Mark Stevens will not be attending.

2. Treasurer to follow up with KPMG on the financial statement presentation of Government Remittance Payable in the Statement of Financial Position.

3. Finance to provide Greg the balance of the 2024 Airside Redevelopment capital budget.

1. CALL TO ORDER

The Chair called the meeting to order at 2:59 p.m.

2. CONFIRMATION OF QUORUM

Quorum confirmed.

3. ADOPTION OF AGENDA

Motion made by Terry Nord, seconded by Mark Stevens to adopt the agenda as is.

CARRIED.

4. DECLARATIONS OF CONFLICT OF INTEREST

There were no conflicts of interest declared at this meeting.

5. CHAIR'S REMARKS

Chair mentioned that we are on schedule and highlighted three key dates that we are moving towards.

1. March 17, 2025, at 1:00 p.m.– is our next scheduled committee meeting, KPMG is scheduled to attend. Notice will be provided, but please mark calendars.
2. January 31, 2025 – FAC will finalize draft 2024 financial statements including the notes. Chair to review all working documents before we give to KPMG, hopefully we will be getting back any note changes that are required.
3. In the week of February 24, a meeting with KPMG is scheduled to finalize the statements.

Direction was given to follow up with Trecia to ensure that she will be attending the March 17 meeting as Mark Stevens will not be attending.

6. ITEMS FOR CONSIDERATION

6.1. Unaudited Financial Statements – Draft

Chair reviewed some of highlights on the unaudited financial statements stating that we are 99% except for the depreciation and the amortization adjustments for the 2024 capital additions. These should be off setting and should not affect the overall numbers.

Statements of Financial Position
Balance sheet current assets are at $1,670,754. Our accrued receivables are at $6,858, $2,500 of this is interest from the GIC's and the other $4,331 of this is due to credit card issue with fraudulent charges at the end of December which were refunded in January.

Prepaid expenses of $21,788 consist primarily of Insurance ($5,196), Airfield Chemicals ($6,959) and two outstanding credit notes ($7,358).

Accounts Payable at $211,718 of which $180,000 is Rankin ($75,000- Genaire Project), Town of NOTL ($65,000 for three payrolls) and Avia NG ($50,000)

Deferred revenue $10,904, which is $4,587 from Turris for the prepayment of the sign rental fees and the remainder primarily from other clients who have prepaid various fees.

Treasurer to follow up with KPMG on the financial statement presentation of Government Remittance Payable in the Statement of Financial Position.

<u>Statement of Change in Net Assets</u>
Unspent capital grants are down to $637,091 from the $804,645 that we were at at the end of November. This is due to the completion of the Genaire Project and the Avia billing.

<u>Statement of Operations</u>
We are at an operating deficit of $53,781 which is $25,000 worse than the forecast that was given three months ago. This is due to unexpected repairs with three water leaks, and excess charges for additional water/wastewater charges.

<u>Statement of Cash Flows</u>
$163,854 was spent in capital expenditures.

Finance to provide Greg the balance of the 2024 Airside Redevelopment capital budget.

6.2. FAC Terms of Reference (TOR)

Chair reviewed the terms of reference and recommended the following changes:

<u>Responsibilities:</u>
Item #6 – To review the financial statements at each meeting, comparing actuals to budgets and to prior years, and recommend revisions were appropriate.
Item #7 – To review before year end the capital project spending compared to budget and the status of unspent capital funding and restricted and unrestricted reserves.
Item #10 – To annually review the cybersecurity status and its state of control and procedure.

<u>Schedule of Meetings:</u>
Meetings are normally held according to the Commission's annual schedule and work plan. Meetings are held at a minimum of four (4) times annually with additional meetings on year-ed audit planning with the auditors and on the annual budget. Minutes of the meeting shall be kept. The quorum is a minimum of fifty percent (50%) of said membership.

6.3. FAC 2025 Meeting Schedule and Workplan

There was a review of the FAC 2025 meeting schedule and workplan and recommend the following changes under the November Meetings:

Item #2 HR renumeration/ranges to remuneration
Item #4 change 2026 audit timetable to 2026 KMPG Audit Plan and Fee
Item #7 to read NDAC 2026 Meeting Schedule

Moved by Mark Steinman second by Terry Nord that the FAC recommends approval by the Commission for items 6.2. FAC Terms of Reference and 6.3. FAC 2025 Meeting Schedule and Workplan with the above changes.

CARRIED.

7. OTHER BUSINESS

8. ADJOURMENT

Moved by Mark Stevens, seconded by Terry Nord that the meeting be adjourned at 3:44 pm.

CARRIED.