

## **Audit Committee**

Tuesday September 13th, 2016

5:30 p.m. to 7:00 p.m.

100 Queen St. 4th Floor, Boardroom 1967

**Present:** S. Rehman (Chair), E. Robard, E. Morin, P. Warner (tel.), S. Wensink, S. Ndayishimiye

### **1. Welcome**

### **2. Request for Proposal (RfP)**

- The committee went over the draft RfP prepared by S. Wensink.
- The AC committee and CAPE management provided their comments and suggestions. It was decided that:
  - the draft will be sent electronically to the committee for the members to submit their suggestions and changes to S. Ndayishimiye by Sept. 20, 2016
  - S. Rehman will draft the mandatory and the evaluation criteria for the RfP and will send it to the committee for feedback.
  - The RFP would be finalized by the end of September.

### **3. Management (President, Directors) participation in the AC**

It was decided that for future audits the AC meeting will be conducted in two parts.

- 1) In-camera session.
- 2) Open session to get management (NEC members, including President) and others feedback.

It was also noted that the CAPE staff (including directors) is not considered management as per CAPE Constitution.

### **4. Adjournment**

The meeting was adjourned at 6:45 p.m.