



**MINUTES
AUDIT COMMITTEE**

**December 6, 2019, 9:30 AM
IN THE COUNCIL CHAMBER**

PRESENT: Councillor E. Woolley, Chair
Councillor J. Farkas, Vice-Chair
Councillor D. Colley-Urquhart
Councillor J. Gondek
Citizen Representative L. Caltagirone
Citizen Representative M. Dalton

ABSENT: Citizen Representative M. Lambert

ALSO PRESENT: City Auditor K. Palmer
External Auditor H. Gill
A/City Clerk D. Williams
Recorder A. de Grood

1. CALL TO ORDER

Acting City Clerk Williams called the Meeting to order at 9:30 a.m.

2. ELECTION OF CHAIR

Following nomination procedures, Councillor Woolley was elected Chair of the Audit Committee, by acclamation.

Councillor Woolley assumed the Chair at 9:31 a.m. and Acting City Clerk Williams returned to her seat in the Council Chamber.

3. ELECTION OF VICE-CHAIR

Following nomination procedures, Councillor Farkas was elected Vice-Chair of the Audit Committee, by acclamation.

4. OPENING REMARKS

Councillor Woolley provided opening remarks and welcomed Councillor Colley-Urquhart and the Citizen Members back to the Audit Committee.

5. CONFIRMATION OF AGENDA

Moved by Councillor Gondek

That the Agenda for the 2019 December 06 Regular Meeting of the Audit Committee be confirmed.

MOTION CARRIED

6. CONFIRMATION OF MINUTES

6.1 Minutes of the Regular Meeting of the Audit Committee, 2019 October 24

Moved by Citizen Representative Caltagirone

That the Minutes of the 2019 October 24 Regular Meeting of the Audit Committee be confirmed.

MOTION CARRIED

7. CONSENT AGENDA

Moved by Citizen Representative Dalton

That the Recommendation in the following report be approved:

7.1 DEFERRALS AND PROCEDURAL REQUESTS

7.1.1 Reschedule 2020 January 23 Audit Committee Meeting to 2020 January 24, AC2019-1550

7.2 BRIEFINGS

None

MOTION CARRIED

8. POSTPONED REPORTS

None

9. ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

9.1 Waste and Recycling – Blue Cart Contamination Prevention Audit, AC2019-1240

Moved by Councillor Colley-Urquhart

That with respect to Report AC2019-1240, the following be approved:

1. That the Audit Committee receive this Report for the Corporate Record; and
2. That the Audit Committee recommend that Council receive this Report for the Corporate Record.

MOTION CARRIED

9.2 Audit Committee 2020 Interim Work Plan, AC2019-1541

A Revised Attachment was distributed with respect to Report AC2019-1541.

Moved by Citizen Representative Caltagirone

That with respect to Report AC2019-1541, the following be approved:

That the Audit Committee:

1. Approve the Audit Committee's 2020 Interim Work Plan; and
2. Recommend that Council receive this Report and the 2020 Interim Work Plan (**Revised** Attachment) for the Corporate Record in accordance with Bylaw 48M2012, Schedule A, Section 1(k).

MOTION CARRIED

9.3 Status of Community Associations and Social Recreation Organizations on City-Owned Land, AC2019-1175

A presentation entitled "Status of Community Associations and Social Recreation Organizations on City-owned Land AC2019-1175" dated 2019 December 06 was distributed with respect to Report AC2019-1175.

Councillor Woolley left the Chair at 10:15 a.m. and Councillor Farkas assumed the Chair.

Councillor Woolley resumed the Chair at 10:17 a.m. and Councillor Farkas returned to his regular seat on Committee.

Moved by Citizen Representative Caltagirone

That with respect to Report AC2019-1175, the following be approved:

That the Audit Committee recommends that Council:

1. Receive this Report and Presentation for the Corporate Record; and,
2. Direct that Attachment 3 remain confidential pursuant to Sections 16 (Disclosure harmful to business interests of a third party), 23 (Local public body confidences) , and 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*, to be reviewed 2029 December 06.

MOTION CARRIED

10. ITEMS DIRECTLY TO COMMITTEE

10.1 REFERRED REPORTS

None

10.2 NOTICE(S) OF MOTION

None

11. URGENT BUSINESS

None

12. CONFIDENTIAL ITEMS

Moved by Citizen Representative Dalton

That pursuant to Sections 16 (Disclosure harmful to business interests of a third party), 19 (Confidential evaluations), and 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*, the Audit Committee move into Closed Meeting in the Council Lounge, at 10:24 a.m. to discuss confidential matters, with respect to the following items:

- 12.1.1 Audit Committee Annual Self-Assessment (2018-2019), AC2019-1213
- 12.1.4 City Auditor (Verbal), AC2019-1483

MOTION CARRIED

Committee moved into Public meeting at 10:42 a.m. with Councillor Woolley in the Chair.

Moved by Councillor Farkas

That Committee rise and report

MOTION CARRIED

12.1 ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

12.1.1 Audit Committee Annual Self-Assessment (2018-2019), AC2019-1213

People in attendance during the Closed Meeting discussions with respect to Report AC2019-1213:

Clerks: D. Williams. Advice: C. Smillie.

Moved by Citizen Representative Caltagirone

That with respect to Report AC2019-1213, the following be approved:

That the Audit Committee:

1. Receive this Report and Attachment for the Corporate Record;
2. Direct the Executive Assistant to bring an update on the Survey to Audit Committee in 1st Quarter 2020; and
3. Direct that this Report, Recommendations, and Closed Meeting discussions remain confidential pursuant to Sections 16 (Disclosure harmful to business interests of a third party) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*, to be reviewed by 2034 December 06

MOTION CARRIED

12.1.2 Audit Forum (Verbal), AC2019-1481

No report was given.

12.1.3 External Auditor (Verbal), AC2019-1482

No report was given.

12.1.4 City Auditor (Verbal), AC2019-1483

People in attendance during the Closed Meeting discussions with respect to Report AC2019-1483:

Clerks: D. Williams. Advice: K. Palmer. Observer: C. Smillie.

Moved by Councillor Farkas

That with respect to Report AC2019-1483, the following be approved:

That Audit Committee:

1. Receive the Verbal Report AC2019-1483 for the Corporate Record; and
2. Direct that Closed Meeting discussions remain confidential pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

MOTION CARRIED

12.2 URGENT BUSINESS

None

13. ADJOURNMENT

Moved by Citizen Representative Dalton

That this Meeting adjourn at 10:45 a.m.

MOTION CARRIED

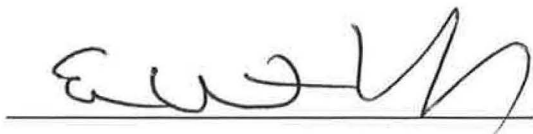
The following items have been forwarded on to the 2019 December 16 Combined Meeting of Council:

CONSENT:

- Waste and Recycling - Blue Cart Contamination Prevention Audit, AC2019-1240
- Audit Committee 2020 Interim Work Plan, AC2019-1541
- Status of Community Associations and Social Recreation Organizations on City-owned Land, AC2019-1175

The next Regular Meeting of the Audit Committee is scheduled to be held on 2020 January 24 at 9:30 a.m.

CONFIRMED BY COMMITTEE ON 2020 JANUARY 24



CHAIR



ACTING CITY CLERK