

## **Audit Committee 2020 Interim Work Plan**

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### **EXECUTIVE SUMMARY**

This Report seeks approval for Audit Committee's Interim 2020 Work Plan (Work Plan) which reflects the Agenda items for the 2020 January meeting only.

#### **ADMINISTRATION RECOMMENDATION:**

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).

#### **RECOMMENDATION OF THE AUDIT COMMITTEE, 2019 DECEMBER 06:**

That Council adopt Administration Recommendation 2 contained in Report AC2019-1541.

### **PREVIOUS COUNCIL DIRECTION / POLICY**

The Audit Committee Bylaw 48M2012, as amended, states that Audit Committee:  
Schedule A

- 1 k) develops a detailed annual work plan which is forwarded to Council for information.

### **BACKGROUND**

The Audit Committee 2020 Interim Work Plan (Attachment) is intended to be a guide for Audit Committee activities for the first meeting to be held in 2020 January. The interim plan allows Administration, the External Auditor and the City Auditor to plan and prepare for items that historically have been scheduled for consideration by Audit Committee in January each year.

The annual 2020 Work Plan for the remaining eight meetings in the year will be presented at the 2020 January Audit Committee Meeting for approval.

### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

The Audit Committee has been undergoing a strategic review of their mandate throughout 2019. Part of the work being undertaken by the Audit Committee Strategic Working Group is to understand how Audit Committee can provide more value to Council, to support better decision-making. Audit Committee members have expressed their desire to focus on areas with significant risk or financial impact rather than on routine reports or areas that Administration already have good controls in place.

On 2020 December 2, the Strategic Working Group will meet for final discussions on their significant priorities for 2020 and beyond. The intention is to add some of these priorities to the 2020 Work Plan and bring it to the 2020 January Audit Committee for approval. To allow Audit Committee time to focus on these significant priorities other items of a routine nature may be removed from the Work Plan and other reports streamlined.

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The City Auditor provided the Audit Committee with the City Auditor's Office Revised 2020 Audit Plan, AC2019-1243 at the 2019 October 24 meeting. The City Auditor's Office audit reports will be added throughout the year to the 2020 Work Plan which includes the 2020 Interim Work Plan

Every Closed Meeting contains several verbal reports which allow members of the Audit Committee, the External Auditor, City Auditor and Chief Financial Officer with the opportunity to discuss confidential issues protected under the *Freedom of Information and Protection of Privacy Act*. These Closed Meetings are considered a best practice for Audit Committees.

Reports in the Work Plan are based on Audit Committee's governance responsibilities as outlined in the *Municipal Government Act*, the Audit Committee Bylaw 48M2012, as amended, and decisions by Audit Committee and Council. Pursuant to Section 10(3) of Bylaw 48M2012, as amended, "the Chair has the responsibility and authority to set the Agenda for Audit Committee meetings". Throughout the year, the Chair may add emerging issues to the Work Plan, and defer or remove items no longer required.

### **Stakeholder Engagement, Research and Communication**

This interim plan has been reviewed with the City Auditor, Chief Financial Officer, External Auditor and other stakeholders as appropriate.

### **Strategic Alignment**

The Audit Committee's 2020 Work Plan is an integral part of ensuring the integrity of the City's assets and operations, and aligns with Council's Priority of a well-run city; "Calgary's government is open, responsible, accountable and transparent, delivering excellent services at a fair price. We work with our government partners to ensure we have the tools we need".

### **Social, Environmental, Economic (External)**

Not applicable.

### **Financial Capacity**

#### ***Current and Future Operating Budget:***

No budget adjustments are anticipated for the 2020 Interim Work Plan.

#### ***Current and Future Capital Budget:***

Not applicable.

### **Risk Assessment**

The 2020 Interim Work Plan contributes to ensuring the Audit Committee meets the requirements of their mandate as contained in Audit Committee Bylaw 48M2012, as amended.

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**REASON(S) FOR RECOMMENDATION(S):**

The Audit Committee 2020 Interim Work Plan is based upon previous years' work plans, emerging issues, decisions of Audit Committee and Council, as well as best practices. The 2020 Work Plan will enable the Audit Committee to meet its Bylaw and governance requirements.

**ATTACHMENT**

**Revised** Audit Committee 2020 Interim Work Plan