



**MINUTES
AUDIT COMMITTEE**

**February 13, 2020, 9:30 AM
IN THE COUNCIL CHAMBER**

PRESENT: Councillor E. Woolley, Chair
Councillor J. Farkas, Vice-Chair
Councillor D. Colley-Urquhart (Remote Participation)
Councillor J. Gondek
Citizen Representative L. Caltagirone
Citizen Representative M. Lambert

ABSENT: Citizen Representative M. Dalton

ALSO PRESENT: Chief Financial Officer, C. Male
City Auditor K. Palmer
External Auditor H. Gill
Executive Assistant C. Smillie
Legislative Advisor G. Chaudhary
Legislative Advisor D. Williams

1. CALL TO ORDER

Councillor Woolley called the Meeting to order at 9:34 a.m.

2. OPENING REMARKS

Councillor Woolley provided opening remarks.

3. CONFIRMATION OF AGENDA

Moved by Citizen Representative Caltagirone

That the Agenda for the 2020 February 13 Regular Meeting of the Audit Committee be confirmed.

MOTION CARRIED

4. CONFIRMATION OF MINUTES

4.1 Minutes of the Regular Meeting of the Audit Committee, 2020 January 24

Moved by Councillor Gondek

That the Minutes of the 2020 January 24 Regular Meeting of the Audit Committee be confirmed.

MOTION CARRIED

5. CONSENT AGENDA

5.1 DEFERRALS AND PROCEDURAL REQUESTS

None

5.2 BRIEFINGS

None

6. POSTPONED REPORTS

None

7. ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

7.1 Audit Committee Strategic Working Group Update, AC2020-0082

Councillor Woolley left the Chair at 9:35 a.m. and Councillor Farkas assumed the Chair.

Dave Robertson, Mistri Consulting, addressed Committee with respect to Report AC2020-0082.

A presentation entitled "Audit Committee Strategic Working Group Update AC2020-0082", dated 2020 February 13 was distributed with respect to Report AC2020-0082.

Moved by Citizen Representative Lambert

That with respect to Report AC2020-0082, the following be approved:

That the Audit Committee:

1. Receive this Report, Attachment and Presentation for the Corporate Record; and
2. Forward this Report and Attachment to Council for the Corporate Record.

MOTION CARRIED

Councillor Farkas introduced former Member of Parliament, Kent Hehr.

Councillor Woolley resumed the Chair at 10:01 a.m. and Councillor Farkas returned to his regular seat in Committee.

7.2 2017 Municipal Election Follow-up Audit, AC2020-0196

Moved by Councillor Farkas

That with respect to Report AC2020-0196, the following be approved:

That the Audit Committee:

1. Receive this Report for the Corporate Record; and
2. Recommend that Council receive this Report for the Corporate Record.

MOTION CARRIED

7.3 City Auditor's Office 2019 Annual Report, AC2020-0223

Moved by Citizen Representative Lambert

That with respect to Report AC2020-0223, the following be approved:

That the Audit Committee:

1. Receive this Report for the Corporate Record; and
2. Recommend that Council receives this Report for the Corporate Record.

MOTION CARRIED

7.4 Audit Committee 2019 Year-End Annual Status Report, AC2020-0177

Moved by Citizen Representative Caltagirone

That with respect to Report AC2020-0177, the following be approved:

That the Audit Committee receive this Report and Attachment for the Corporate Record.

MOTION CARRIED

8. ITEMS DIRECTLY TO COMMITTEE

8.1 REFERRED REPORTS

None

8.2 NOTICE(S) OF MOTION

None

9. URGENT BUSINESS

None

10. CONFIDENTIAL ITEMS

Moved by Citizen Representative Lambert

Pursuant to Sections 17 (Disclosure to personal privacy), 19 (Confidential evaluations), 24 (Advice from officials) and 25 (Disclosure harmful to economic and other interests of a public body) of the *Freedom of Information and Protection of Privacy Act*, the Audit Committee move into Closed Meeting, at 11:11 a.m., in the Council Lounge, to consider confidential matters with respect to the following items:

- 10.1.1. Audit Forum (Verbal), AC2020-0179;

- 10.1.2. External Auditor (Verbal), AC2020-0181;
- 10.1.3. City Auditor (Verbal), AC2020-0182;
- 10.1.4. Audit Committee 2018-2019 Self-Assessment Update, AC2020-0087; and
- 10.1.5. City Auditor 2019 Performance Review (Verbal), AC2020-0178

And further, that Ivana Cvitanusic and Harman Gill, External Auditors (Deloitte LLP), be invited to attend the Closed Meeting.

MOTION CARRIED

Committee moved into Public Meeting at 12:05 p.m. with Councillor Woolley in the Chair.

Moved by Citizen Representative Caltagirone

That Committee rise and report.

MOTION CARRIED

10.1 ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

10.1.1 Audit Forum (Verbal), AC2020-0179

People in attendance during the Closed Meeting discussion with respect to Report AC2020-0179:

Clerks: G. Chaudhary and D. Williams. Advice: C. Male and K. Palmer.
Observer: I. Cvitanusic, H. Gill and C. Smillie.

Moved by Citizen Representative Caltagirone

That the Audit Committee:

Direct that the Closed Meeting discussions remain confidential pursuant to Sections 24 (Advice from officials) and 25 (Disclosure harmful to economic and other interests of a public body) of the *Freedom of Information and Protection of Privacy Act*.

MOTION CARRIED

10.1.2 External Auditor (Verbal), AC2020-0181

People in attendance during the Closed Meeting discussion with respect to Report AC2020-0181:

Clerks: G. Chaudhary and D. Williams. Advice: H. Gill. Observer: I. Cvitanusic, C. Male, K. Palmer, and C. Smillie.

Moved by Citizen Representative Lambert

That the Audit Committee:

Direct that the Closed Meeting discussions remain confidential pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

MOTION CARRIED

10.1.3 City Auditor (Verbal), AC2020-0182

People in attendance during the Closed Meeting discussion with respect to Report AC2020-0182:

Clerks: G. Chaudhary and D. Williams. Advice: K. Palmer. Observer: C. Male, and C. Smillie.

Moved by Councillor Farkas

That the Audit Committee:

Direct that the Closed Meeting discussions remain confidential pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

MOTION CARRIED

10.1.4 Audit Committee 2018-2019 Self-Assessment Update, AC2020-0087

People in attendance during the Closed Meeting discussion with respect to Report AC2020-0087:

Clerks: G. Chaudhary and D. Williams. Advice: C. Smillie.

Moved by Councillor Gondek

That the Audit Committee directs:

1. That Administration Recommendations 1 and 2 be approved; and
2. That the Report, Recommendations and Closed Meeting discussions remain confidential pursuant to Sections 19 (Confidential evaluations) and 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*, to be reviewed by 2035 February 13.

MOTION CARRIED

10.1.5 City Auditor 2019 Performance Review (Verbal), AC2020-0178

People in attendance during the Closed Meeting discussion with respect to Report AC2020-0178:

Clerks: G. Chaudhary and D. Williams.

Moved by Citizen Representative Caltagirone

That the Audit Committee:

Directs that the Closed Meeting discussions remain confidential pursuant to Section 17 (Disclosure to personal privacy) of the *Freedom of Information and Protection of Privacy Act*; to be reviewed by 2035 February 13.

MOTION CARRIED

10.2 URGENT BUSINESS

None

11. ADJOURNMENT

Moved by Citizen Representative Lambert

That this meeting adjourn at 12:07 p.m.

MOTION CARRIED

The following items have been forwarded on to the 2020 February 24 Combined Meeting of Council:

CONSENT:

- Audit Committee Strategic Working Group Update, AC2020-0082
- 2017 Municipal Election Follow-up Audit, AC2020-0196
- City Auditor's Office 2019 Annual Report, AC2020-0223

The next Regular Meeting of the Audit Committee is scheduled to be held on 2020 March 12 at 9:30 a.m.

CONFIRMED BY COMMITTEE ON

CHAIR

ACTING CITY CLERK