



MINUTES

AUDIT COMMITTEE

HELD 2017 MARCH 16 AT 9:30 AM
IN THE COUNCIL CHAMBER

PRESENT:

Councillor E. Woolley, Chair
Councillor R. Pootmans, Vice-Chair
Councillor S. Chu
Citizen Representative, Ms. S. Crabtree
Citizen Representative, Mr. M. Dalton
Citizen Representative, Mr. S. Qureshi

ALSO PRESENT:

Chief Financial Officer E. Sawyer
City Auditor K. Palmer
Executive Assistant C. Smillie
External Auditor H. Gill
Legislative Assistant M. Cario

This meeting was conducted in accordance with the Procedure Bylaw 44M2006, as amended.

1. CONFIRMATION OF AGENDA

CONFIRM AGENDA, Moved by Councillor Chu, that the Agenda for the 2017 March 16 Regular Meeting of the Audit Committee be confirmed.

CARRIED

2. CONFIRMATION OF MINUTES

2.1 MINUTES OF THE REGULAR MEETING OF THE AUDIT COMMITTEE,
2017 JANUARY 19

CONFIRM MINUTES, Moved by Councillor Pootmans, that the Minutes of the Regular Meeting of the Audit Committee held on 2017 January 19, be confirmed.

CARRIED

3. ITEMS FROM ADMINISTRATION AND COMMITTEES

3.1 ANNUAL UPDATE - INFORMATION TECHNOLOGY RISK MANAGEMENT,
AC2017-0239

DISTRIBUTION

At the request of Administration and with the concurrence of the Chair, the Legislative Assistant distributed copies of a PowerPoint presentation entitled "Information Technology Risk Management Annual Update", dated 2017 March 16, with respect to Report AC2017-0239.

IN CAMERA, Moved by Councillor Chu, that in accordance with Section 197 of the *Municipal Government Act* and Sections 24(1)(a) and 24(1)(b) of the *Freedom of Information and Protection of Privacy Act*, the Audit Committee move in camera, at 9:35 a.m., in order to consider a confidential matter with respect to Report AC2017-0239.

CARRIED

The Audit Committee moved into public session at 9:51 a.m. with Councillor Woolley in the Chair.

RISE WITHOUT REPORTING, Moved by Councillor Chu, that the Audit Committee rise without reporting.

CARRIED

APPROVE, Moved by Ms. Crabtree, that the Administration Recommendations contained in Report AC2017-0239 be approved, **after amendment**, as follows:

That the Audit Committee:

1. Receives this Report for information; and
2. That Attachment 1 **and In Camera discussions** remain confidential pursuant to Sections 24(1)(a) and 24(1)(b) of the *Freedom of Information and Protection of Privacy Act* until the identified risks have been mitigated.

CARRIED

3.2 LANDFILL AUDIT, AC2017-0251

APPROVE, Moved by Councillor Pootmans, that the Recommendations contained in Report AC2017-0251 be approved, as follows:

That the Audit Committee:

1. Receives this Report for information; and
2. Recommends that Council receive this Report for information.

CARRIED

3.3 POSSE DATA INTEGRITY AND SYSTEM SUSTAINABILITY AUDIT, AC2017-0253

APPROVE, Moved by Mr. Dalton, that the Recommendations contained in Report AC2017-0253 be approved, as follows:

That the Audit Committee:

1. Receives this Report for information; and
2. Recommends that Council receive this Report for information.

CARRIED

3.4 CITY AUDITOR'S OFFICE 2016 ANNUAL REPORT, AC2017-0252

DISTRIBUTION

At the request of Administration and with the concurrence of the Chair, the Legislative Assistant distributed copies of a PowerPoint presentation entitled "City Auditor's Office 2016 Annual Report", dated 2017 March 16, with respect to Report AC2017-0252.

APPROVE, Moved by Mr. Qureshi, that the Recommendations contained in Report AC2017-0252 be approved, as follows:

That the Audit Committee:

1. Receives this Report for information; and
2. Recommends that Council receive this Report for information.

CARRIED

3.5 AUDIT COMMITTEE 2016 YEAR-END ANNUAL STATUS REPORT, AC2017-0111

APPROVE, Moved by Councillor Chu, that the Recommendations contained in Report AC2017-0111 be approved, as follows:

That the Audit Committee receives this Report for information.

CARRIED

3.6 EXTERNAL AUDITOR SELECTION PROCESS (2018-2022), AC2017-0218

DISTRIBUTION

At the request of the Executive Assistant to the Audit Committee and with the concurrence of the Chair, the Legislative Assistant distributed copies of the Audit Committee Sub-Committee on External Auditor Selection Terms of Reference, with respect to Report AC2017-0218.

APPROVE, Moved by Ms. Crabtree, that the Recommendations contained in Report AC2017-0218 be approved, **after amendment**, as follows:

That the Audit Committee recommends:

1. That a Sub-Committee of Audit be appointed to oversee the process to select an External Auditor for The City for the fiscal years 2018 – 2022 as follows:

- **Councillor B. Pincott**
- **Councillor R. Pootmans**
- **Citizen Member, Ms. Shivon Crabtree**
- **Citizen Member, Mr. Shahid Qureshi**

2. That the Sub-Committee report to Audit Committee with its recommendation for appointment of an External Auditor for the fiscal years 2018-2022, no later than the 2017 **July 27** Meeting.

3. That the Terms of Reference for the Sub-Committee on External Auditor Selection, as distributed at today's meeting, be approved.

CARRIED

4. URGENT BUSINESS

No items of Urgent Business were added to today's Meeting.

IN CAMERA, Moved by Mr. Dalton, that in accordance with Section 197 of the *Municipal Government Act* and Sections 16(1), 17(1), 19(1), 24(1)(a), 24(1)(b), 24(1)(c), 24(1)(d) and 26(b) of the *Freedom of Information and Protection of Privacy Act*, the Audit Committee move in camera, at 10:45 a.m., in order to consider several confidential matters.

CARRIED

The Audit Committee moved into public session at 11:58 a.m. with Councillor Woolley in the Chair.

RISE AND REPORT, Moved by Councillor Chu, that the Audit Committee rise and report.

CARRIED

5. IN CAMERA ITEMS

5.1 AUDIT COMMITTEE 2015-2016 SELF-ASSESSMENT SURVEY UPDATE,
AC2017-0004

DISTRIBUTION

At the request of the Executive Assistant to the Audit Committee and with the concurrence of the Chair, the Legislative Assistant distributed In Camera, copies of a confidential document, with respect to Report AC2017-0004 which is to remain confidential pursuant to Sections 19(1) and 24(1) of the *Freedom of Information and Protection of Privacy Act*.

APPROVE, Moved by Mr. Qureshi, that with respect to Report AC2017-0004, the following be approved:

That the Audit Committee:

1. Approves Recommendations 1 and 2 contained in Report AC2017-0004; and
2. That the Report, Recommendations, Distribution and In Camera discussions remain confidential pursuant to Sections 19(1) and 24(1) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

5.2 SELECTION OF PERFORMANCE AUDITS, PROGRAM REVIEWS OR SPECIAL STUDIES, AC2017-0112

APPROVE, Moved by Ms. Crabtree, that with respect to Report AC2017-0112, the following be approved:

That the Audit Committee:

1. Approves Recommendation 1 contained in Report AC2017-0112; and
2. That the Report, Attachment and the In Camera discussions remain confidential pursuant to Sections 24(1)(a) and 26(b) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

5.3 AUDIT FORUM (VERBAL REPORT), AC2017-0114

APPROVE, Moved by Mr. Dalton, that with respect to Verbal Report AC2017-0114, the following be approved:

That the Audit Committee:

1. Receives the Audit Forum (Verbal Report) for information; and
2. Directs that the Verbal Report and In Camera discussions remain confidential pursuant to Sections 16(1), 24(1)(a), 24(1)(b) and 24(1)(c) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

5.4 CITY AUDITOR (VERBAL REPORT), AC2017-0115

APPROVE, Moved by Mr. Qureshi, that with respect to Verbal Report AC2017-0115, the following be approved:

That the Audit Committee:

1. Receives the City Auditor (Verbal Report) for information; and
2. Directs that the Verbal Report and In Camera discussions remain confidential pursuant to Sections 16(1), 24(1)(a), 24(1)(b) and 24(1)(c) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

5.5 EXTERNAL AUDITOR (VERBAL REPORT), AC2017-0116

APPROVE, Moved by Councillor Chu, that with respect to Verbal Report AC2017-0116, the following be approved:

That the Audit Committee:

1. Receives the External Auditor (Verbal Report) for information; and
2. Directs that the Verbal Report and In Camera discussions remain confidential pursuant to Sections 16(1), 24(1)(a), 24(1)(b) and 24(1)(c) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

5.6 PERSONNEL MATTER, AC2017-0264

DISTRIBUTION

At the request of Administration and with the concurrence of the Chair, the Legislative Assistant distributed In Camera, copies of Report AC2017-0264 and its Attachments, with Attachment 2 to remain confidential pursuant to Sections 17(1), 19(1), 24(1)(a), 24(1)(b) and 24(1)(d) of the *Freedom of Information and Protection of Privacy Act* until the matter is resolved.

APPROVE, Moved by Councillor Pootmans, that with respect to Report AC2017-0264, the following be approved:

That the Audit Committee:

1. Approves the changes to the job specifications for the Executive Assistant to the Audit Committee to reflect the changes to the minimum qualifications, education and experience as contained in Attachment 1;
2. Approves the position status change from two-year limited term to regular permanent;

3. Adopts the salary range associated with a pay grade C;
4. Directs the Audit Committee Chair to proceed with the hiring process for the regular permanent position outlined in Attachment 2;
5. Directs that this report and Attachment 1 remain confidential pursuant to Section 19(1) of the *Freedom of Information and Protection of Privacy Act* until committee rises and reports; and
6. Directs that Attachment 2 and the In Camera discussions remain confidential pursuant to Sections 17(1), 19(1), 24(1)(a), 24 (1)(b) and 24(1)(d) of the *Freedom of Information and Protection of Privacy Act* until this matter is resolved.

CARRIED

6. URGENT BUSINESS IN CAMERA

No items of Urgent Business, In Camera, were added to today's Meeting.

7. ADJOURNMENT

ADJOURN, Moved by Councillor Pootmans, that this meeting adjourn at 12:03 p.m.

CARRIED

CONFIRMED BY COMMITTEE ON

CHAIR

LEGISLATIVE ASSISTANT

THE FOLLOWING ITEMS HAVE BEEN FORWARDED TO THE 2017 APRIL 10 COMBINED MEETING OF COUNCIL:

CONSENT:

LANDFILL AUDIT, AC2017-0251

POSSE- DATA INTEGRITY AND SYSTEM SUSTAINABILITY AUDIT, AC2017-0253

The next Regular Meeting of the Audit Committee has been scheduled to be held on 2017 April 20 at 9:30 AM.

UNCONFIRMED