

AUDIT COMMITTEE 2017 WORK PLAN

EXECUTIVE SUMMARY

This Report to Audit Committee contains the proposed Audit Committee's 2017 Work Plan.

ADMINISTRATION RECOMMENDATION(S)

That the Audit Committee:

1. Approves the Audit Committee's 2017 Work Plan; and
2. Recommends that Council receive this Report and the 2017 Work Plan (Attachment) for Information.

RECOMMENDATION OF THE AUDIT COMMITTEE, DATED 2016 NOVEMBER 10

That Council receive Report AC2016-0870 for information.

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 proposed 2017 Audit Committee Work Plan (Attachment) is intended to be a guide for Audit Committee's major governance activities for the year. The Attachment outlines the planned reports to Audit Committee, grouped by Audit Committee meeting dates and indicates the accountability for each report.

At the 2016 October 24 Organizational Meeting, Council adopted the Council Calendar for 2017 for the months of January to March only. Council further directed that a Working Group be established on the 2017 Council Calendar Workflow and Scheduling for a report directly to Council no later than 2016 December, with recommendations for the months 2017 April to December. It is anticipated that Council will adopt seven Audit Committee meetings in 2017 and the 2017 Work Plan was prepared based on this assumption.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

The planned reports in the 2017 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.

Several reports concerning administrative process and status updates, not requiring the formal approval of Audit Committee, have not been included in the 2017 Work Plan as contained in

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previous year's Work Plans. The Executive Assistant to the Audit Committee will continue providing the Chair and Committee membership with business process and status update information, as necessary, outside of the scheduled business meetings.

To be noted in this Work Plan is that the City Auditor's Office will provide the Audit Committee with the two-year rolling Audit Plan for 2018 / 2019 in 2018 January. The current City Auditor's Office Audit Plan was developed for 2016 / 2017 and was approved by Audit Committee on 2015 December 10 and Council received the Audit Plan for information at the 2016 January 11 Combined Meeting. The City Auditor's Office audit reports will be added throughout the year to the Audit Committee's 2017 Work Plan and meeting agendas, as available.

The In Camera portion of each meeting contains several In Camera verbal reports. These items are with respect to the routine session, held at every meeting, which provides 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*.

Stakeholder Engagement, Research and Communication

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

Strategic Alignment

The Audit Committee's 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:

The budget funds for the Audit Committee were approved in the 2015-2018 Budget. No additional budget adjustments are anticipated for the 2017 Work Plan.

Current and Future Capital Budget:

Not applicable

Risk Assessment

The 2017 Work Plan ensures 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 2017 Work Plan is based upon previous years' work plans, emerging issues and decisions of Audit Committee and Council. The 2017 Work Plan will enable the Audit Committee to meet its Bylaw and governance requirements.

ATTACHMENT(S)

Audit Committee 2017 Work Plan