



## MINUTES

### AUDIT COMMITTEE

**HELD 2016 NOVEMBER 10 AT 9:32 AM  
IN THE COUNCIL CHAMBER**

**PRESENT:**

Councillor R. Pootmans  
Councillor E. Woolley  
Councillor S. Chu  
Citizen Representative S. Crabtree  
Citizen Representative S. Qureshi  
Citizen Representative M. Dalton

**ALSO PRESENT:**

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

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

1. ELECTION OF CHAIR

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

2. ELECTION OF VICE-CHAIR

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

3. CONFIRMATION OF AGENDA

CONFIRM AGENDA, Moved by Councillor Pootmans, that the Agenda for the 2016 November 10 Regular Meeting of the Audit Committee be confirmed.

CARRIED

4. CONFIRMATION OF MINUTES

4.1 MINUTES OF THE REGULAR MEETING OF THE AUDIT COMMITTEE,  
2016 OCTOBER 20

CONFIRM MINUTES, Moved by Ms. Crabtree, that the Minutes of the Regular Meeting of the Audit Committee held on 2016 October 20 be confirmed.

CARRIED

5. ITEMS FROM ADMINISTRATION AND COMMITTEES

5.1 CITY AUDITOR'S OFFICE 2017/18 ANNUAL AUDIT PLAN, AC2016-0824

DISTRIBUTION

At the request of Administration and with the concurrence of the Chair, the Legislative Assistant distributed copies of a PowerPoint presentation titled "City Auditor's Office 2017/18 Audit Plan, with respect to Report AC2016-0824.

APPROVE, Moved by Councillor Pootmans, that the Administration Recommendation contained in Report AC2016-0824 be approved, as follows:

1. That Audit Committee approve the City Auditor's Office 2017/18 Annual Audit Plan and forward to Council for information; and
2. That Audit Committee recommend to Council that the City Auditor present the City Auditor's Office 2017/18 Annual Audit Plan to Council.

CARRIED

## 5.2 AUDIT COMMITTEE 2017 WORK PLAN, AC2016-0870

APPROVE, Moved by Mr. Qureshi, that the Administration Recommendation contained in Report AC2016-0870 be approved, as follows:

1. That Audit Committee approve the Audit Committee's 2017 Work Plan; and
2. That Audit Committee recommend that Council receive this report and the 2017 Work Plan (Attachment) for information.

CARRIED

IN CAMERA, Moved by Councillor Chu, that in accordance with Section 197 of the *Municipal Government Act* and Sections 24(1)(a), 25(1)(b) and 25(1)(c) of the *Freedom of Information and Protection of Privacy Act*, the Audit Committee move in camera, at 10:20 a.m., in order to consider several confidential matters.

CARRIED

The Audit Committee moved into public session at 10:51 a.m. with Councillor Pootmans in the Chair.

RISE AND REPORT, Moved by Ms. Crabtree, that the Audit Committee rise and report.

CARRIED

## 7. IN CAMERA ITEMS

### 7.1 SELECTION OF PERFORMANCE AUDIT, PROGRAM REVIEW OR SPECIAL STUDY, AC2016-0871

APPROVE, Moved by Mr. Dalton, that the Administration Recommendations contained in Report AC2016-0871 be approved, as follows:

That Audit Committee:

1. Approve Administration Recommendations 1 and 2 contained in Report AC2016-0871; and
2. Direct that this 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

### 7.2 AUDIT FORUM (VERBAL), AC2016-0872

The Audit Forum had nothing to report.

7.3 EXTERNAL AUDITOR (VERBAL), AC2016-0873

APPROVE, Moved by Councillor Chu, that with respect to Report AC2016-0873, the following be approved:

That Audit Committee:

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

CARRIED

7.4 CITY AUDITOR (VERBAL), AC2016-0874

APPROVE, Moved by Ms. S. Crabtree, that with respect to Report AC2016-0874, the following be approved:

That Audit Committee:

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

CARRIED

7.5 CHIEF FINANCIAL OFFICER (VERBAL), AC2016-0875

APPROVE, Moved by Qureshi, that with respect to Report AC2016-0875, the following be approved:

That Audit Committee:

1. Receive the Chief Financial Officer (Verbal) Report for information; and
2. Direct that the Verbal Report and In Camera discussions remain confidential pursuant to Sections 16(1), 24(1)(a)(b) and (c) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

7.6 CHAIR OF AUDIT COMMITTEE (VERBAL REPORT), AC2016-0876

The Chair of Audit Committee had nothing to report.

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 11:08 a.m.

CARRIED

CONFIRMED BY COMMITTEE ON

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CHAIR

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LEGISLATIVE ASSISTANT

THE FOLLOWING ITEMS HAVE BEEN FORWARDED TO THE 2016 **NOVEMBER 28**  
**REGULAR** MEETING OF COUNCIL:

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CONSENT:

AUDIT COMMITTEE 2017 WORK PLAN, AC2016-0870

CITY AUDITOR'S OFFICE 2017/18 ANNUAL AUDIT PLAN, AC2016-0824

The next Regular Meeting of the Audit Committee has been scheduled to be held on 2017  
January 19 at 9:30 AM.