



MINUTES

AUDIT COMMITTEE

**HELD 2016 OCTOBER 20 AT 9:32 AM
IN THE COUNCIL CHAMBER**

PRESENT:

Councillor R. Pootmans, Chair
Councillor E. Woolley, Vice-Chair
Councillor P. Demong
Citizen Representative S. Crabtree

ALSO PRESENT:

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

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

RECOGNITION

On behalf of the Audit Committee, Councillor Pootmans acknowledged Citizen Representative Bob Fitzsimmons, for his years of service to the Audit Committee. He thanked Mr. Fitzsimmons for his extraordinary service to the Audit Committee and wished him luck in his future endeavors.

1. CONFIRMATION OF AGENDA

CONFIRM AGENDA, Moved by Councillor Demong, that the Agenda for the 2016 October 20 Regular Meeting of the Audit Committee be confirmed.

CARRIED

2. CONFIRMATION OF MINUTES

2.1 MINUTES OF THE REGULAR MEETING OF THE AUDIT COMMITTEE,
2016 SEPTEMBER 22

CONFIRM MINUTES, Moved by Ms. Crabtree, that the Minutes of the Regular Meeting of the Audit Committee held on 2016 September 22, be confirmed.

CARRIED

3. ITEMS FROM ADMINISTRATION AND COMMITTEES

3.1 ENMAX AUDIT AND FINANCE COMMITTEE 2015 ANNUAL REPORT,
AC2016-0811

SPEAKERS

1. Charles Ruigrok, Chair, Audit Committee, ENMAX
2. Helen Wesley, Executive Vice President & Chief Financial Officer (CFO), ENMAX

IN CAMERA, Moved by Councillor Woolley, 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 9:43 a.m., in order to consider several confidential matters with respect to Report AC2016-0811 and further that Charles Ruigrok, Chair, Audit Committee, ENMAX and Helen Wesley, Executive Vice President & CFO, ENMAX be invited to attend the in camera session.

CARRIED

DISTRIBUTION

At the request of Helen Wesley and with the concurrence of the Chair, the Legislative Assistant distributed copies, In Camera, of a confidential document, with respect to Report AC2016-0811, which is to remain confidential pursuant to Sections 24(1)(a), 25(1)(b) and 25(1)(c) of the *Freedom of Information and Protection of Privacy Act*.

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

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

CARRIED

APPROVE, Moved by Councillor Demong, that the Recommendations contained in Report AC2016-0811 be approved, as follows:

That the Audit Committee:

1. Receive this Report for information; and
2. Directs that Attachments 1, 6, 7a, 7b and 8, and the In Camera discussions related to those Attachments, remain confidential pursuant to Sections 24(1)(a), 25(1)(b) and 25(1)(c) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

3.2 TANGIBLE CAPITAL ASSETS UPDATE, AC2016-0769

APPROVE, Moved by Councillor Woolley, that the Administration Recommendation contained in Report AC2016-0769 be approved, as follows:

That the Audit Committee receive this Report for information.

CARRIED

3.3 VENDOR MASTER FILE AUDIT (DATA ANALYTICS), AC2016-0747

APPROVE, Moved by Ms. Crabtree, that the Recommendations contained in Report AC2016-0747 be approved, as follows:

That the Audit Committee:

1. Receive this Report for information; and
2. Recommend that Council receive this Report for information.

CARRIED

3.4 CITY AUDITOR'S OFFICE 3RD QUARTER 2016 REPORT, AC2016-0804

APPROVE, Moved by Councillor Demong, that the Recommendations contained in Report AC2016-0804 be approved, as follows:

That the Audit Committee:

1. Receive this Report for information; and
2. Recommend that Council receive this Report for information.

CARRIED

3.5 AUDIT COMMITTEE 2016 3RD QUARTER STATUS REPORT, AC2016-0818

APPROVE, Moved by Ms. Crabtree, that the Recommendation contained in Report AC2016-0818 be approved, as follows:

That Audit Committee receive this Report for information.

CARRIED

4. URGENT BUSINESS

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

IN CAMERA, Moved by Councillor, that, in accordance with Section 197 of the *Municipal Government Act* and Sections 16(1), 19(1), 23(1)(b), 24(1)(a), 24(1)(b), 24(1)(c), 25(1)(b) and 25(1)(c) of the *Freedom of Information and Protection of Privacy Act*, the Audit Committee move in camera, at 10:50 a.m., in order to consider several confidential matters.

CARRIED

The Audit Committee moved into public session at 11:51 a.m. with Councillor Pootmans in the Chair.

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

CARRIED

5. IN CAMERA ITEMS

5.1 STATUS OF COMMUNITY ASSOCIATIONS AND SOCIAL RECREATION ORGANIZATIONS ON CITY-OWNED LAND, AC2016-0764

DISTRIBUTION

At the request of Administration and with the concurrence of the Chair, the Legislative Assistant distributed copies, In Camera, of a PowerPoint presentation entitled "Status of Community Associations and Social Recreation Organizations on City-Owned Land", with respect to Report AC2016-0764, which is to remain confidential pursuant to Sections 16(1), 23(1)(b), 24(1)(a) and 24(1)(b) of the *Freedom of Information and Protection of Privacy Act*.

APPROVE, Moved by Councillor Demong, that the Administration Recommendations contained in Report AC2016-0764 be approved, as follows:

That the Audit Committee recommends that Council:

1. Receive this Report for information; and
2. Direct that this Report and Attachment 1 remain confidential pursuant to Section 24(1)(b) of the *Freedom of Information and Protection of Privacy Act* for the duration of the In Camera meeting and be made public upon Council's rise and report; and
3. Direct that Attachments 2, 3, and 4 of this Report remain confidential pursuant to Sections 16(1), 23(1)(b), 24(1)(a), and 24(1)(b) of the *Freedom of Information and Protection of Privacy Act* until such time as the third parties agree to release the information.

CARRIED

5.2 **CITY AUDITOR'S WHISTLE BLOWER POLICY UPDATE, AC2016-0850**

DISTRIBUTION

At the request of the City Auditor and with the concurrence of the Chair, the Legislative Assistant distributed copies, In Camera, of Report AC2016-0850 and Attachments, which are to remain confidential pursuant to Section 24(1)(c) of the *Freedom of Information and Protection of Privacy Act*.

APPROVE, Moved by Councillor Woolley, that the Recommendations contained in Report AC2016-0850 be approved, as follows:

That the Audit Committee:

1. Receive the report for information; and
2. Direct that the Report, Attachments 1 and 2 and the In Camera discussions remain confidential pursuant to Section 24(1)(c) of the *Freedom and Information and Protection of Privacy Act*.

CARRIED

5.3 AUDIT COMMITTEE ANNUAL SELF-ASSESSMENT (2015-2016), AC2016-0817

APPROVE, Moved by Ms. Crabtree, that with respect to Report AC2016-0817, the following be approved:

That the Audit Committee:

1. Receive the Report for information, and
2. Approve the Recommendation 2 contained in Report AC2016-0817; and
3. Keep the Report, Attachments and In Camera discussions confidential pursuant to Sections 16(1) and 19(1) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

5.4 AUDIT FORUM (VERBAL REPORT), AC2016-0812

APPROVE, Moved by Ms. Crabtree, that with respect to Report AC2016-0812, the following be approved:

That Audit Committee:

1. Receive the Audit Forum (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

5.5 EXTERNAL AUDITOR (VERBAL REPORT), AC2016-0813

The External Auditor had nothing to report.

5.6 CITY AUDITOR (VERBAL REPORT), AC2016-0814

The City Auditor had nothing to report.

5.7 CHIEF FINANCIAL OFFICER (VERBAL REPORT), AC2016-0815

The Chief Financial Officer had nothing to report.

5.8 CHAIR OF AUDIT COMMITTEE (VERBAL REPORT), AC2016-0816

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 Woolley, that this meeting adjourn at 11:55 a.m.

CARRIED

CONFIRMED BY COMMITTEE ON

CHAIR

LEGISLATIVE ASSISTANT

THE FOLLOWING ITEMS HAVE BEEN FORWARDED TO THE 2016 NOVEMBER 07
COMBINED MEETING OF COUNCIL:

CONSENT:

VENDOR MASTER FILE AUDIT (DATA ANALYTICS), AC2016-0747

CITY AUDITOR'S OFFICE 3RD QUARTER 2016 REPORT, AC2016-0804

IN CAMERA:

STATUS OF COMMUNITY ASSOCIATIONS AND SOCIAL RECREATION ORGANIZATIONS
ON CITY-OWNED LAND , AC2016-0764

The next Regular Meeting of the Audit Committee has been scheduled to be held on 2016
November 10 at 9:30 AM.