



## MINUTES

### AUDIT COMMITTEE

HELD 2016 MAY 19 AT 9:30 AM

IN THE ENGINEERING TRADITIONS COMMITTEE ROOM

PRESENT:

Councillor R. Pootmans, Chair  
Councillor E. Woolley, Vice-Chair  
Councillor P. Demong  
Councillor B. Pincoff  
Citizen Representative B. Fitzsimmons

ALSO PRESENT:

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

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

1. CONFIRMATION OF AGENDA

CONFIRM AGENDA, Moved by Councillor Woolley, that the Agenda for the 2016 May 09 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 APRIL 14

CONFIRM MINUTES, Moved by Councillor Demong, that the Minutes of the Regular Meeting of the Audit Committee held on 2016 April 14, be confirmed.

CARRIED

3. ITEMS FROM ADMINISTRATION AND COMMITTEES

3.1 CALGARY PUBLIC LIBRARY AUDIT AND FINANCE COMMITTEE ANNUAL  
REPORT, AC2016-0343

SPEAKERS:

1. Debra Giles, Chair of the Audit and Finance Committee
2. Bill Ptacek, Chief Executive Officer of the Calgary Public Library
3. Elrose Klause, Controller with the Calgary Public Library

APPROVE, Moved by Councillor Woolley, that the Calgary Public Library Audit and Finance Committee Recommendations contained in Report AC2016-0343 be approved, as follows:

That the Audit Committee receives this Report for Information.

CARRIED

3.2 CALGARY PARKING AUTHORITY ANNUAL REPORT TO AUDIT COMMITTEE,  
AC2016-0403

SPEAKERS:

1. Fred Clemens, Chair of the Calgary Parking Authority Board
2. Eric Sawyer, on behalf of the Calgary Parking Authority Audit Committee
3. Mike Derbyshire, General Manager of the Calgary Parking Authority
4. Wendy Haidy, Controller with the Calgary Parking Authority

## DISTRIBUTION

At the request of the Calgary Parking Authority and with the concurrence of the Chair, the Legislative Assistant distributed copies of a PowerPoint Presentation entitled "Calgary Parking Authority Annual Report & Risk Management Processes" dated 2016 May 19, with respect to Report AC2016-0403.

APPROVE, Moved by Councillor Woolley, that the Calgary Parking Authority Recommendations contained in Report AC2016-0403 be approved, as follows:

That the Audit Committee receives this report for information.

CARRIED

### 3.3 2016 EXTERNAL AUDITOR'S INDEPENDENCE LETTER, AC2016-0431

APPROVE, Moved by Mr. Fitzsimmons, that the Audit Resource Management Recommendations contained in Report AC2016-0431 be approved, as follows:

The Audit Committee:

1. Receive this Report and Attachment for information; and
2. Recommends that Council receives this Report and Attachment for information.

CARRIED

### 3.4 ANNUAL UPDATE – INFORMATION TECHNOLOGY RISK MANAGEMENT, AC2016-0222

IN CAMERA, Moved by Councillor Woolley that in accordance with Section 197 of the *Municipal Government Act* and Sections 24(1)(a) and (b) of the *Freedom of Information and Protection of Privacy Act*, the Audit Committee move in camera, at 11:23 a.m., in order to consider a confidential matter with respect to Report AC2016-0222.

CARRIED

The Audit Committee moved into public session at 11:41 a.m. with Councillor Pootmans in the Chair.

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

CARRIED

APPROVE, Moved by Councillor Demong, that the Chief Financial Officer Recommendations contained in Report AC2016-0222 be approved, **after amendment**, as follows:

That the Audit Committee:

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

CARRIED

- 3.5 CITY AUDITOR'S OFFICE 1ST QUARTER 2016 REPORT, AC2016-0430
- 3.6 AUDIT COMMITTEE 2016 1ST QUARTER STATUS REPORT, AC2016-0400
- 3.7 AUDIT COMMITTEE BYLAW REVIEW UPDATE, AC2016-0401

TABLE, Moved by Councillor Woolley, that the following Reports be tabled to the 2016 June 16 Regular Meeting of the Audit Committee:

- 3.5 CITY AUDITOR'S OFFICE 1ST QUARTER 2016 REPORT, AC2016-0430
- 3.6 AUDIT COMMITTEE 2016 1ST QUARTER STATUS REPORT, AC2016-0400
- 3.7 AUDIT COMMITTEE BYLAW REVIEW UPDATE, AC2016-0401

CARRIED

4. URGENT BUSINESS

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

IN CAMERA, Moved by Councillor Pincott, that, in accordance with Section 197 of the *Municipal Government Act* and Sections 16(1), 24(1)(a), (b) and (c) of the *Freedom of Information and Protection of Privacy Act*, the Audit Committee move in camera, at 11:43 a.m., in order to consider several confidential matters.

CARRIED

The Audit Committee moved into public session at 11:59 a.m. with Councillor Pootmans in the Chair.

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

CARRIED

5. IN CAMERA ITEMS

5.1 REQUIREMENT FOR EXTERNAL ASSESSMENT, AC2016-0328

APPROVE, Moved by Councillor Woolley, that the City Auditor Recommendations contained in Report AC2016-0328 be approved, ~~after amendment~~, as follows:

That the Audit Committee:

1. Approve Recommendation 1 contained in Report AC2016-0328;
2. Recommends that Council Receive this Confidential Report and Attachment for Information; and
3. Keep the ~~Report~~, Attachment, and the In Camera discussions confidential pursuant to Sections 16(1) and 24(1)(c) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

5.2 AUDIT FORUM (VERBAL), AC2016-0447

APPROVE, Moved by Mr. Fitzsimmons, that with respect to Verbal Report AC2016-0447, the following be approved:

That the Audit Committee:

1. Receives 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

5.3 EXTERNAL AUDITOR REPORT (VERBAL), AC2016-0448

The External Auditor had nothing to report.

5.4 CITY AUDITOR REPORT (VERBAL), AC2016-0449

The City Auditor had nothing to report.

5.5 CHIEF FINANCIAL OFFICER REPORT (VERBAL), AC2016-0450

The Chief Financial Officer had nothing to report.

5.6 CHAIR OF AUDIT COMMITTEE REPORT (VERBAL), AC2016-0451

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 Mr. Fitzsimmons, that this meeting adjourn at 12:02 p.m.

CARRIED

CONFIRMED BY COMMITTEE ON

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
LEGISLATIVE ASSISTANT

THE FOLLOWING ITEM HAS BEEN FORWARDED TO THE 2016 JUNE 13 COMBINED MEETING OF COUNCIL.

CONSENT:

2016 EXTERNAL AUDITOR'S INDEPENDENCE LETTER, AC2016-0431

IN CAMERA:

REQUIREMENT FOR EXTERNAL ASSESSMENT, AC2016-0328

The next Regular Meeting of the Audit Committee has been scheduled to be held on 2016 June 16 at 9:30 AM.