

**I. STATUS OF AUDIT COMMITTEE 2015 WORK PLAN**

This Report provides the original Work Plan as approved by Audit Committee in November 2014, the items added in 2015 and the status of each item. The items are arranged by Audit Committee meeting date.

<b>AUDIT COMMITTEE 2015 WORK PLAN</b>		
<b>Meeting Date</b>	<b>Report</b>	<b>Accountability</b>
<b>JAN. 22, 2015</b>	1. External Auditor 2013 Management Letter Update 2. Employee Code of Conduct Annual Report 3. Audit Committee Monthly Status Report 4. <a href="#">City Auditor's Office 4th Quarter 2014 Recommendation Follow-Up Status Report</a>  5. Audit Forum – verbal report – In Camera 6. External Auditor – verbal report – In Camera 7. City Auditor – verbal report – In Camera 8. CFO – verbal report – In Camera 9. Chair of Audit Committee – verbal report, In Camera  ----- <b>City Auditor's Office Reports</b>  When available	AC2015-0161 AC2015-0093 AC2015-0162 <a href="#">AC2015-0148 - added</a>  AC2015-0155 AC2015-0157 AC2015-0147 AC2015-0159 AC2015-0160  ----- City Auditor
	1. 2014 Corporate Risk Report 2. City Auditor's Office 2014 Annual Report 3. 2014 Whistleblower Report 4. Audit Committee 2014 Annual Status Report 5. Audit Committee Monthly Status Report  6. Audit Forum – verbal report – In Camera 7. External Auditor – verbal report – In Camera 8. City Auditor – verbal report – In Camera 9. CFO – verbal report – In Camera 10. Chair of Audit Committee – verbal report – In Camera  ----- <b>City Auditor's Office Reports</b>  11. Virtual Desktop Information Technology	AC2015-0191 AC2015-0225 AC2015-0226 AC2015-0217 AC2015-0216  AC2015-0211 AC2015-0212 AC2015-0206 AC2015-0213 AC2015-0214  ----- AC2015-0205
<b>MAR. 12, 2015</b>	1. Audit Committee Narrative for The City's 2014 Annual Report 2. Audit Committee Monthly Status Report 3. Legal Compliance Annual Report  4. The City of Calgary Insurance Coverage Annual Report – In Camera	AC2015-0290  AC2015-0291 AC2015-0268  AC2015-0268

	<p><b>5. Selection of Special Studies and Performance Audits for 2015 – In Camera</b></p> <p>6. Audit Forum –verbal report – In Camera 7. External Auditor – verbal report – In Camera 8. City Auditor – verbal report – In Camera 9. CFO – verbal report – In Camera 10. Chair of Audit Committee – verbal report – In Camera</p> <p>-----</p> <p><b>City Auditor’s Office Reports</b></p> <p>11. Sewer Capacity Management Processes Audit</p>	<p><b>Deferred to April</b></p> <p>AC2015-0285 AC2015-0286 AC2015-0278 AC2015-0287 AC2015-0288</p> <p>-----</p> <p>AC2015-0146</p>
<p><b>APR. 23, 2015</b></p>	<p>1. 2014 Annual Investment Report 2. Control Environment Assessment and Management Representations 3. City of Calgary 2014 Annual Report 4. External Auditor’s 2014 Report 5. Audit Committee 1<sup>st</sup> Quarter 2015 Status Report 6. City Auditor’s Office 1<sup>st</sup> Quarter 2015 Status Report</p> <p>7. <b>Presentation Requests for Civic Entities – In Camera - added</b></p> <p>8. Selection of Special Studies and Performance Audits – In Camera 9. Audit Forum – verbal report – In Camera 10. External Auditor – verbal report – In Camera 11. City Auditor – verbal report – In Camera 12. CFO – verbal report – In Camera 13. Chair of Audit Committee – verbal report – In Camera</p> <p>-----</p> <p><b>City Auditor’s Office Reports</b></p> <p>When available</p>	<p>AC2015-0343 AC2015-0345</p> <p>AC2015-0344 AC2015-0375 AC2015-0369 AC2015-0368</p> <p><b>AC2015-0376 - added</b></p> <p>AC2015-0370</p> <p>AC2015-0279 AC2015-0372 AC2015-0279 AC2015-0373 AC2015-0374</p> <p>-----</p> <p>City Auditor</p>
<p><b>MAY 21, 2015</b></p>	<p>1. Calgary Public Library Board Finance and Personnel Committee Annual Report 2. Calgary Parking Authority Audit Committee Annual Report 3. <b>Access Calgary Performance Audit – Management Update on Recommendations- added</b> 4. <b>External Auditor’s Annual Independence Letter</b> 5. IT Risk Management Annual Update 6. Audit Committee Monthly Status Report</p> <p>7. Audit Forum – verbal report – In Camera 8. External Auditor – verbal report – In Camera 9. The City Auditor – verbal report – In Camera 10. CFO – verbal report – In Camera 11. Chair, Audit Committee - verbal report- In Camera</p>	<p>AC2015-0443</p> <p>AC2015-0461</p> <p><b>AC2015-0380 – added</b></p> <p><b>AC2015-0465 – added</b></p> <p>AC2015-0438 AC2015-0454</p> <p>AC2015-0455 AC2015-0457 AC2015-0280 AC2015-0456 AC2015-0458</p>

	<p><b>City Auditor's Office Reports</b></p> <p>12. Roads Business Unit Vehicle Equipment Management Audit</p>	AC2015-0450
<b>JUNE 18, 2015</b>	<p>1. Calgary Police Commission Finance &amp; Audit Committee Annual Report</p> <p>2. <b>Calgary Housing Company Audit and Risk Management Committee Annual Report</b></p> <p>3. Audit Committee Monthly Status Report</p> <p>4. External Auditor 2014 Management Letter</p> <p>5. <b>Review of Executive Assistant Position – In Camera</b></p> <p>6. <b>Status of Third Party Organizations Operating Not-for-Profit Facilities on City of Calgary-Owned Land – In Camera</b></p> <p>7. <b>City Auditor's Office – Budget Adjustments – In Camera</b></p> <p>8. Audit Forum – verbal report – In Camera</p> <p>9. External Auditor – verbal report – In Camera</p> <p>10. City Auditor – verbal report – In Camera</p> <p>11. CFO – verbal report – In Camera</p> <p>12. Chair of Audit Committee – verbal report – In Camera</p> <p><b>City Auditor's Office Reports</b></p> <p>When available</p>	<p>AC2015-0530</p> <p><b>Deferred to Oct.</b></p> <p>AC2015-0519</p> <p>AC2015-0529</p> <p><b>No Longer Required</b></p> <p><b>Deferred to Oct.</b></p> <p><b>AC2015-0525 – added</b></p> <p>AC2015-0520</p> <p>AC2015-0521</p> <p>AC2015-0522</p> <p>AC2015-0523</p> <p>AC2015-0524</p> <p>City Auditor</p>
<b>JULY 16, 2015</b>	<p>1. <b>ENMAX Audit and Finance Committee Annual Report</b></p> <p>2. Attainable Homes Calgary Corporation</p> <p>3. <b>External Auditor 2014 Performance Assessment – In Camera</b></p> <p>4. Integrated Risk Management Model Update</p> <p>5. Audit Committee 2<sup>nd</sup> Quarter 2015 Status Report</p> <p>6. City Auditor's 2<sup>nd</sup> Quarter 2015 Status Report</p> <p>7. Civic Partner Audit Review – In Camera</p> <p>8. Audit Forum – verbal report – In Camera</p> <p>9. External Auditor – verbal report – In Camera</p> <p>10. City Auditor – verbal report – In Camera</p> <p>11. CFO – verbal report – In Camera</p> <p>12. Chair of Audit Committee – verbal report – In Camera</p> <p>13. <b>City Auditor's Office – Budget Adjustments – In Camera</b></p> <p><b>City Auditor's Office Reports</b></p> <p>13. Contract Procurement – Request for Tenders Process Efficiency Audit</p> <p>14. Transportation Planning Audit Project Prioritization</p>	<p><b>Deferred to Oct.</b></p> <p>AC2015-0627</p> <p><b>Deferred to Sept.</b></p> <p>AC2015-0451</p> <p>AC2015-0616</p> <p>AC2015-0559</p> <p>AC2015-0572</p> <p>AC2015-0617</p> <p>AC2015-0618</p> <p>AC2015-0562</p> <p>AC2015-0619</p> <p>AC2015-0620</p> <p><b>AC2015-0525 – tabled item added</b></p> <p>AC2015-0558</p> <p>AC2015-0561</p>

	15. Corporate Ethics Assessment Audit	AC2015-0560
<b>AUG. 2015</b>	<b>NO MEETING</b>	
<b>SEPT. 10, 2015</b>	<ol style="list-style-type: none"> <li>1. Calgary Convention Centre Authority – Audit Committee Annual Report</li> <li>2. <b>Calgary Municipal Land Corporation Audit Committee Report</b></li> <li>3. <b>City Auditor’s Office Budget Update 2015</b></li> <li>4. Audit Committee Monthly Status Report</li> <li>5. External Auditor 2014 Performance Assessment – In Camera</li> <li>6. <b>Audit Committee Annual (2014/2015) Self Assessment – In Camera</b></li> <li>7. Audit Forum – verbal report – In Camera</li> <li>8. External Auditor – verbal report – In Camera</li> <li>9. City Auditor – verbal report – In Camera</li> <li>10. CFO – verbal report – In Camera</li> <li>11. Chair, Audit Committee – verbal report – In Camera</li> </ol> <p style="text-align: center;">-----</p> <p><b>City Auditor’s Office Reports</b></p>	<p>AC2015-0709</p> <p><b>Deferred to October</b></p> <p><b>No longer required</b></p> <p>AC2015-0706</p> <p>AC2015-0705</p> <p><b>Deferred to October</b></p> <p>AC2015-0680</p> <p>AC2015-0682</p> <p>AC2015-0683</p> <p>AC2015-0684</p> <p>AC2015-0685</p> <p style="text-align: center;">-----</p>
	12. Exempt Employee Time Reporting Audit	AC2015-0708
<b>OCT. 15, 2015</b>	<ol style="list-style-type: none"> <li>1. ENMAX Audit and Finance Committee Annual Report</li> <li>2. Calgary Housing Company Audit and Risk Management Committee Annual Report</li> <li>3. Calgary Municipal Land Corporation Audit Committee Report</li> <li>4. Audit Committee 3<sup>rd</sup> Quarter 2015 Status Report</li> <li>5. City Auditor’s 3<sup>rd</sup> Quarter 2015 Status Report</li> <li>6. External Auditor 2015 Fiscal Year Audit Plan and 2014 Fees Report</li> <li>7. Audit Committee Annual (2014/2015) Self Assessment – In Camera</li> <li>8. Status of Third Party Organizations Operating Not-for-Profit Facilities on City of Calgary-Owned Land – In Camera</li> <li>9. Audit Forum – verbal report – In Camera</li> <li>10. External Auditor – verbal report – In Camera</li> <li>11. City Auditor – verbal report – In Camera</li> <li>12. CFO – verbal report – In Camera</li> <li>13. Chair of Audit Committee – verbal report – In Camera</li> </ol> <p style="text-align: center;">-----</p> <p><b>City Auditor’s Office Reports</b></p> <p>When available</p>	<p>ENMAX Audit Committee Chair</p> <p>CHC Chair</p> <p>CMLC Audit Committee Chair</p> <p>EA to Audit Committee</p> <p>City Auditor</p> <p>External Auditor</p> <p>EA to Audit Committee</p> <p>GM Community Services &amp; Protective Services</p> <p>Chair, Audit Committee</p> <p>External Auditor</p> <p>City Auditor</p> <p>Chief Financial Officer</p> <p>Chair, Audit Committee</p> <p style="text-align: center;">-----</p> <p>City Auditor</p>

<p><b>NOV. 12, 2015</b></p>	<ol style="list-style-type: none"> <li>1. Election of Chair and Vice-chair – verbal report</li> <li>2. Election of Audit Sub-committee on Personnel membership – verbal report</li> <li>3. Audit Committee orientation</li> <li>4. Audit Committee monthly status report</li> <li>5. Audit forum – verbal report – in camera</li> <li>6. External auditor – verbal report – in camera</li> <li>7. City auditor – verbal report – in camera</li> <li>8. CFO – verbal report – in camera</li> <li>9. Chair of Audit Committee – verbal report – in camera</li> </ol> <p>-----</p> <p><b>City auditor’s office reports</b></p> <p>When available</p>	<p>City Clerk’s Chair, Audit Committee</p> <p>Various EA to Audit Committee</p> <p>Chair, Audit Committee External auditor City auditor Chief Financial Officer Chair, Audit Committee</p> <p>-----</p> <p>City Auditor</p>
<p><b>DEC. 10, 2015</b></p>	<ol style="list-style-type: none"> <li>1. 2015 Corporate Risk Report</li> <li>2. City Auditor’s Office 2016 Annual Audit Plan</li> <li>3. Audit Committee 2016 Work Plan</li> <li>4. Audit Forum – verbal report – In Camera</li> <li>5. External Auditor –verbal report – In Camera</li> <li>6. City Auditor – verbal report – In Camera</li> <li>7. CFO – verbal report – In Camera</li> <li>8. Chair of Audit Committee – verbal report – In Camera</li> </ol> <p>-----</p> <p><b>City Auditor’s Office Reports</b></p> <p>When available</p>	<p>City Manager City Auditor EA to Audit Committee</p> <p>Chair, Audit Committee External Auditor City Auditor Chief Financial Officer Chair, Audit Committee</p> <p>-----</p> <p>City Auditor</p>

**II. AUDIT COMMITTEE TRAINING AND STAFF DEVELOPMENT**

No Update

**III. STATUS OF AUDIT COMMITTEE BUDGET**

The Audit Committee Bylaw provides for the Committee to develop a budget and recommend it to Council as part of The City’s budget process. The Committee’s operating budget for 2015 was approved by Council in November 2014 as part of the four year budget cycle.

The Audit Committee’s 2015 total operating budget is \$743,917.

**IV. APPROVAL OF AUDIT AND NON-AUDIT SERVICES**

The Audit Committee Bylaw states that the Audit Committee:

“pre-approves all audit and non-audit services performed by the External Auditor. However, the Audit Committee Chair can pre-approve additional audit or non-audit services, performed by the External Auditor, up to \$25,000 total annually. Any approvals by the Chair will be reported to the Audit Committee as part of the Audit Committee Quarterly Status Report.”

Schedule “B”, section 1(b).

There have been no approvals in this category by the Audit Committee Chair.

**V. STATUS OF OUTSTANDING MOTIONS AND DIRECTIONS**

ITEM	DATE REQUEST TO DEFER WAS MADE	SUBJECT	DUE	STATUS
<b>2014 City Manager's Corporate Risk Report</b>	October 15, 2014	The City Manager's Office requested a deferral until February 2015	February 2015	Completed February 2015 AC2015-0225
<b>Not-For-Profit Facilities Operating on City of Calgary Owned Land</b>	November 7, 2014	Community and Protective Services requested a deferral until October 2015	October 2015	
<b>Attainable Homes Calgary Corporation Presentation to Audit Committee as contained in AC2014-0814</b>	November 6, 2014	The Audit Committee made this motion in AC2014-0895	By no later than 1 <sup>st</sup> Quarter 2015	Completed March 2015 AC2015-0309
<b>Selection of Special Studies and Performance Audits for 2015</b>	March 4, 2015	EA to the Audit Committee made request	April 2015	Completed April 2015 AC2015-0370

<b>Calgary Housing Company Audit and Risk Management Annual Report</b>	June 1, 2015	CHC requested a deferral.	October 2015	
<b>ENMAX Audit and Finance Committee Annual Report</b>	June 2015	ENMAX requested a deferral	October 2015	
<b>External Auditor 2014 Performance Assessment</b>	July 7, 2015	EA to Audit Committee made request	September 2015	
<b>Calgary Municipal Land Corporation Audit Committee Report</b>	August 7, 2015	CMLC requested deferral	October 2015	
<b>Audit Committee Annual (2014/2015) Self Assessment – In Camera</b>	August 2015	EA to Audit Committee made request	October 2015	