



MINUTES

AUDIT COMMITTEE

**HELD 2015 FEBRUARY 19 AT 9:34 AM
IN THE ENGINEERING TRADITIONS COMMITTEE ROOM**

PRESENT:

Councillor R. Pootmans, Chair
Councillor E. Woolley, Vice-Chair
Councillor W. Sutherland
Citizen Representative B. Day
Citizen Representative B. Fitzsimmons
Citizen Representative R. Ghosh

ALSO PRESENT:

Acting Chief Financial Officer B. Koay
City Auditor K. Palmer
Executive Assistant P. Frank
External Auditor T. Nakka
Legislative Assistant J. Dubetz

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

1. CONFIRMATION OF AGENDA

CONFIRM AGENDA, Moved by Mr. Day, that the Agenda for the 2015 February 19 Regular Meeting of the Audit Committee be confirmed.

CARRIED

2. CONFIRMATION OF MINUTES

2.1 MINUTES OF THE REGULAR MEETING OF THE AUDIT COMMITTEE,
2015 JANUARY 22.

CONFIRM MINUTES, Moved by Mr. Ghosh, that the Minutes of the 2015 January 22 Regular Meeting of the Audit Committee be confirmed.

CARRIED

3. NEW BUSINESS

3.1 VIRTUAL DESKTOP INFORMATION TECHNOLOGY, AC2015-0205

RECOGNITION

Katharine Palmer, City Auditor, advised Audit Committee that Ross Visscher, Senior Auditor, recently earned his Certification in Risk and Information Systems Control (CRISC) from the Information Systems Audit and Control Association (ISACA). She further advised that Mr. Visscher achieved the highest score in the world on his examination. Councillor Pootmans congratulated Mr. Visscher on behalf of members of Audit Committee.

APPROVE, Moved by Councillor Sutherland, that the Administration Recommendations contained in Report AC2015-0205 be approved, as follows:

1. That Audit Committee receive this report for information; and
2. That Audit Committee recommend that Council receive this report for information.

CARRIED

3.2 CITY AUDITOR'S OFFICE 2014 ANNUAL REPORT, AC2015-0225

RECOGNITION

Katharine Palmer, City Auditor, recognized and thanked the staff of the City Auditor's Office for their efforts on the 2014 Annual Work Plan and WhistleBlower Program.

APPROVE, Moved by Mr. Fitzsimmons, that the Administration Recommendations contained in Report AC2015-0225 be approved, as follows:

1. That Audit Committee receive this report for information.
2. That Audit Committee recommends that Council receive this report for information.

CARRIED

3.3 WHISTLE-BLOWER PROGRAM 2014 ANNUAL REPORT, AC2015-0226

APPROVE, Moved by Councillor Sutherland, that the Administration Recommendations contained in Report AC2015-0226 be approved, as follows:

1. That the Audit Committee receives and approves this report.
2. That the Audit Committee recommends that Council receives this report for information.

CARRIED

3.4 AUDIT COMMITTEE 2014 ANNUAL STATUS REPORT, AC2015-0217

APPROVE, Moved by Mr. Ghosh, that the Administration Recommendation contained in Report AC2015-0217 be approved, as follows:

That Audit Committee receives this report for Information.

CARRIED

3.5 AUDIT COMMITTEE MONTHLY STATUS REPORT, AC2015-0216

APPROVE, Moved by Mr. Fitzsimmons, that the Administration Recommendation contained in Report AC2015-0216 be approved, as follows:

That Audit Committee receives this report for Information.

CARRIED

IN CAMERA, Moved by Mr. Ghosh, that in accordance with Section 197(2) of the *Municipal Government Act* and Sections 16(1), 17(1), 17(4)(f), 19(1) & (2), and 24(1) (a) (b) (c) & (d) of the *Freedom of Information and Protection of Privacy Act*, the Audit Committee move in camera, at 10:54 a.m., in order to consider several confidential matters.

RECESS, Moved by Councillor Sutherland, that the Committee recess at 11:26 a.m. for approximately 5 minutes or at the call of the Chair.

CARRIED

Audit Committee reconvened, In Camera, at 11:32 a.m. with Councillor Pootmans in the Chair.

CARRIED

The Audit Committee moved into public session at 12:10 p.m. with Councillor Pootmans in the Chair.

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

CARRIED

4. IN CAMERA ITEMS

4.1 CITY MANAGER'S ANNUAL RISK REPORT, AC2015-0191

DISTRIBUTION

At the request of Administration and with the concurrence of the Chair, the Legislative Assistant distributed copies of a PowerPoint presentation entitled "City Manager's Risk Report to Audit Committee, AC2015-0191", dated 2015 February 19, which is to confidential pursuant to Sections 24(1) (a) & (b) of the *Freedom of Information and Protection of Privacy Act*, for a period of 15 years.

APPROVE, Moved by Councillor Woolley, that the Administration Recommendations contained in Report AC2015-0191 be approved, **after amendment**, as follows:

That the Audit Committee:

1. Receives this report for information; and
2. That the report, **distribution** and Attachment 1 remain confidential pursuant to Sections 24(1) (a) & (b) of the *Freedom of Information and Protection of Privacy Act* for a period of 15 years.

CARRIED

4.2 AUDIT FORUM - VERBAL REPORT, AC2015-0211

APPROVE, Moved by Mr. Day, that with respect to the Verbal Report AC2015-0211, the following be approved:

That the Audit Committee:

1. Receive the Audit Forum - Verbal Report, for information; and
2. Keep the Verbal Report and In Camera discussions confidential pursuant to Sections 16(1) and 24(1) (a) (b) & (c) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

4.3 EXTERNAL AUDITOR - VERBAL REPORT, AC2015-0212

No Report was given.

4.4 CITY AUDITOR - VERBAL REPORT, AC2015-0206

APPROVE, Moved by Councillor Woolley, that with respect to the Verbal Report AC2015-0206, the following be approved:

That the Audit Committee:

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

CARRIED

4.5 CHIEF FINANCIAL OFFICER - VERBAL REPORT, AC2015-0213

No Report was given.

4.6 CHAIR OF AUDIT COMMITTEE - VERBAL REPORT, AC2015-0214

DISTRIBUTION

At the request of the Chair, the Legislative Assistant distributed copies of a document entitled "City Auditor Compensation", dated 2015 February 19, with respect to Verbal Report AC2015-0214, which is to remain confidential pursuant to Sections 17(1) & (4)(f), 19(1) & (2), 24(1)(b) & (d) of the *Freedom of Information and Protection of Privacy Act*.

APPROVE, Moved by Councillor Woolley, that with respect to the Verbal Report AC2015-0214, the following be approved:

That the Audit Committee:

1. Receive the Chair of Audit Committee - Verbal Report, for information;
2. Recommends that Council receive this report and distribution for information; and
3. Direct that the Verbal report, distribution and the In Camera discussions remain confidential pursuant to Sections 17(1) & (4)(f), 19(1) & (2), 24(1)(b) & (d) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

5. ADJOURNMENT

ADJOURN, Moved by Councillor Woolley, that this meeting adjourn at 12:13 p.m.

CARRIED

CONFIRMED BY COMMITTEE ON

CHAIR

LEGISLATIVE ASSISTANT

THE FOLLOWING ITEMS HAVE BEEN FORWARDED TO THE 2015 MARCH 09 COMBINED MEETING OF COUNCIL:

CONSENT:

VIRTUAL DESKTOP INFORMATION TECHNOLOGY, AC2015-0205

CITY AUDITOR'S OFFICE 2014 ANNUAL REPORT, AC2015-0225

WHISTLE-BLOWER PROGRAM 2014 ANNUAL REPORT, AC2015-0226

IN CAMERA:

CHAIR OF AUDIT COMMITTEE - VERBAL REPORT, AC2015-0214

The next Regular Meeting of the Audit Committee has been scheduled to be held on 2015 March 12 at 9:30 AM.