



## **MINUTES**

### **AUDIT COMMITTEE**

**HELD 2015 JANUARY 22 AT 9:30 AM  
IN THE ENGINEERING TRADITIONS COMMITTEE ROOM**

**PRESENT:**

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

**ALSO PRESENT:**

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

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

**1. CONFIRMATION OF AGENDA**

AMENDMENT, Moved by Councillor Woolley, that the Agenda for today's meeting be amended by bringing forward and tabling Report, External Auditor 2013 Management Letter Update, AC2015-0161, to be dealt with following Audit Committee Monthly Status Report, AC2015-0162.

**CARRIED**

CONFIRM AGENDA, AS AMENDED, Moved by Councillor Magliocca, that the Agenda for the 2015 January 22 Regular Meeting of the Audit Committee be confirmed, **as amended**, as follows:

**BRING FORWARD AND TABLE, TO BE DEALT WITH FOLLOWING AUDIT COMMITTEE MONTHLY STATUS REPORT, AC2015-0162:**

EXTERNAL AUDITOR 2013 MANAGEMENT LETTER UPDATE, AC2015-0161

CARRIED

2. CONFIRMATION OF MINUTES

2.1 MINUTES OF THE REGULAR MEETING OF AUDIT COMMITTEE, 2014  
NOVEMBER 06

CONFIRM MINUTES, Moved by Councillor Magliocca, that the Minutes of the 2014 November 06 Regular Meeting of the Audit Committee be confirmed.

CARRIED

3. NEW BUSINESS

3.1 CITY EMPLOYEE CODE OF CONDUCT - ANNUAL REPORT, AC2015-0093

APPROVE, Moved by Councillor Woolley, that the Administration Recommendations contained in Report AC2015-0093 be approved, as follows:

That Audit Committee recommend Council receive this report for information.

CARRIED

### 3.2 EXTERNAL AUDITOR 2013 MANAGEMENT LETTER UPDATE, AC2015-0161

Note: This item was discussed during the In Camera portion of today's Agenda, pursuant to Sections 24(1)(a) and 25(1)(b) and (c) of the *Freedom of Information and Protection of Privacy Act*.

APPROVE, Moved by Councillor Woolley, that the Administration Recommendations contained in Report AC2015-0161 be approved, as follows:

1. That Audit Committee receives this Report for Information;
2. That Audit Committee recommends that Council receive this Report for Information; and
3. Direct that Attachment 2 to this Report and the In-Camera discussion remain confidential under sections 24(1)(a) and 25(1)(b) and (c) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

### 3.3 CITY AUDITOR'S OFFICE 4TH QUARTER 2014 RECOMMENDATION FOLLOW-UP STATUS REPORT, AC2015-0148

APPROVE, Moved by Councillor Woolley, that the Administration Recommendations contained in Report AC2015-0148 be approved, as follows:

1. That Audit Committee receives this Report for Information;
2. That Audit Committee recommends that Council receive this Report for information.

CARRIED

### 3.4 AUDIT COMMITTEE MONTHLY STATUS REPORT, AC2015-0162

#### CLERICAL CORRECTION

At the request of the Executive Assistant to the Audit Committee, a clerical correction was noted to the Report located in the top right-hand corner of all pages of the Audit Committee Monthly Status Report by deleting Report Number "AC2015-0148" and by substituting Report Number "AC2015-0162".

APPROVE, Moved by Mr. Fitzsimmons, that the Administration Recommendations contained in Report **AC2015-0162** be approved, as follows:

That Audit Committee receives this Report for Information.

CARRIED

4. IN CAMERA ITEMS

IN CAMERA, Moved by Mr. Ghosh, that in accordance with Section 197 of the *Municipal Government Act*, and Sections 16(1), 19(1), 24(1)(a), (b) and (c) and 25(1)(b) and (c) of the *Freedom of Information and Protection of Privacy Act*, Committee now move In Camera at 10:32 a.m., in order to consider several confidential matters.

CARRIED

The Audit Committee moved into public session at 11:30 a.m. with Councillor Pootmans in the Chair.

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

CARRIED

4.1 AUDIT FORUM - VERBAL REPORT, AC2015-0155

APPROVE, Moved by Councillor Woolley, that with respect to the Verbal Report AC2015-0155, 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) and (c) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

#### 4.2 EXTERNAL AUDITOR - VERBAL REPORT, AC2015-0157

APPROVE, Moved by Mr. Ghosh, that with respect to the Verbal Report AC2015-0157, the following be approved:

That the Audit Committee:

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

CARRIED

#### 4.3 CITY AUDITOR - VERBAL REPORT, AC2015-0147

APPROVE, Moved by Mr. Fitzsimmons, that with respect to the Verbal Report AC2015-0147, 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) and (c) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

#### 4.4 CHIEF FINANCIAL OFFICER - VERBAL REPORT, AC2015-0159

APPROVE, Moved by Councillor Sutherland, that with respect to the Verbal Report AC2015-0159, the following be approved:

That the Audit Committee:

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

CARRIED

#### 4.5 CHAIR OF AUDIT COMMITTEE - VERBAL REPORT, AC2015-0160

APPROVE, Moved by Councillor Magliocca, that with respect to the Verbal Report AC2015-0160, the following be approved:

That the Audit Committee:

1. Receive the Chair of Audit Committee - Verbal Report, for information; and
2. Keep the Verbal Report and In Camera discussions confidential pursuant to Sections 19(1) and 24(1)(a)(b) and (c) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

5. ADJOURNMENT

ADJOURN, Moved by Councillor Woolley, that this meeting adjourn at 11:32 a.m.

CARRIED

CONFIRMED BY COMMITTEE ON

\_\_\_\_\_  
CHAIR

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

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

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CONSENT:

CITY EMPLOYEE CODE OF CONDUCT - ANNUAL REPORT, AC2015-0093

EXTERNAL AUDITOR 2013 MANAGEMENT LETTER UPDATE, AC2015-0161

CITY AUDITOR'S OFFICE 4TH QUARTER 2014 RECOMMENDATION FOLLOW-UP  
STATUS REPORT, AC2015-0148

The next Regular Meeting of the Audit Committee has been scheduled to be held on  
2015 February 19 at 9:30 a.m.