



**MINUTES
AUDIT COMMITTEE**

**July 25, 2024, 9:30 AM
ENGINEERING TRADITIONS COMMITTEE ROOM**

PRESENT: Councillor E. Spencer, Chair
Councillor R. Pootmans, Vice-Chair
Councillor C. Walcott
Councillor J. Wyness
Public Member K. Kim
Public Member C. McGillivray
Public Member J. Naicker
Councillor S. Sharp (Remote Participation)

ALSO PRESENT: Chief Administrative Officer D. Duckworth
Chief Operating Officer S. Dalgleish
City Solicitor and General Counsel J. Floen
Chief Financial Officer C. Male
General Manager C. Arthurs
General Manager K. Black
General Manager D. Morgan
General Manager M. Thompson (Partial Remote Participation)
General Manager D. Hamilton
City Auditor L. Ormsby
External Auditor H. Gill
Executive Advisor C. Smillie
A/City Clerk S. Lancashire
Legislative Advisor J. Phillips

1. CALL TO ORDER

Councillor Spencer called the meeting to order at 9:31 a.m.

ROLL CALL

Councillor Pootmans, Councillor Walcott, Public Member Kim, Public Member McGillivray, Public Member Naicker, and Councillor Spencer

Absent from Roll Call: Councillor Wyness

2. OPENING REMARKS

Councillor Spencer provided opening remarks and a traditional land acknowledgement.

3. CONFIRMATION OF AGENDA

Moved by Public Member McGillivray

That the Agenda for the 2024 July 25 Regular Meeting of the Audit Committee be confirmed.

MOTION CARRIED

4. CONFIRMATION OF MINUTES

4.1 Minutes of the Regular Meeting of the Audit Committee, 2024 June 13

Moved by Public Member Naicker

That the Minutes of the 2024 June 13 Regular Meeting of the Audit Committee be confirmed.

MOTION CARRIED

5. CONSENT AGENDA

5.1 DEFERRALS AND PROCEDURAL REQUESTS

None

6. POSTPONED REPORTS

None

7. ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

7.1 Chief Administrative Officer Principal Corporate Risk Update (Verbal), AC2024-0863

By General Consent, Committee agreed to hear Items 7.1 and 7.2 concurrently.

A presentation entitled "Chief Administrative Officer's Principal Corporate Risk Update – (Verbal) | Audit Committee" was distributed with respect to Verbal Report AC2024-0863.

Moved by Councillor Walcott

That with respect to Verbal Report AC2024-0863, the following be approved, **after amendment**:

That the Audit Committee receive the **revised** presentation for the Corporate Record.

For: (7): Councillor Spencer, Councillor Pootmans, Councillor Walcott, Councillor Wyness, Public Member Kim, Public Member McGillivray, and Public Member Naicker

MOTION CARRIED

7.2 2024 Mid-Year Principal Corporate Risk Report with Information Technology, AC2024-0518

The following documents were distributed with respect to Report AC2024-0518:

- Revised Attachment 2; and
- Revised Attachment 6.

Moved by Councillor Wyness

That pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*, Committee now move into Closed Meeting, at 11:11 a.m. in the Engineering Traditions Committee Room, to discuss confidential matters with respect to Item 7.2 2024 Mid-Year Principal Corporate Risk Report with Information Technology, AC2024-0518.

And further, that the following be authorized to attend the Closed Meeting with respect to Item 7.2: Harman Gill, Sanjeev Rajani, Nicole Torgrimson, and Simona Milojevik, External Auditors (Deloitte LLP).

For: (7): Councillor Spencer, Councillor Pootmans, Councillor Walcott, Councillor Wyness, Public Member Kim, Public Member McGillivray, and Public Member Naicker

MOTION CARRIED

Councillor Sharp (Remote Member) joined the meeting at 11:13 a.m.

People in attendance during the Closed Meeting discussions with respect to Report AC2024-0518:

Clerks: S. Lancashire, J. Phillips, J. Booth, and A. Gagliardi. Chief Administrative Officer: D. Duckworth. Law: D. Jakal. Advice: S. Dalgleish, C. Male, C. Arthurs, K. Black, D. Hamilton, D. Morgan, M. Thompson, L. Ormsby, L. Tochor, C. Stewart, S. Chhugani, J. Napier, T. Andruschak, M. Tillotson, K. Cote, C. Smillie, and J. Bradley. External: H. Gill, S. Milojevik, S. Rajani, and N Torgrimson.

Councillor Sharp (Remote Member) left the meeting at 11:40 a.m.

Committee recessed at 12:02 p.m. and reconvened in Closed Meeting at 1:03 p.m.

Committee reconvened in public meeting at 1:09 p.m. with Councillor Spencer in the Chair.

ROLL CALL

Councillor Pootmans, Councillor Walcott, Councillor Wyness, Public Member Kim, Public Member McGillivray, Public Member Naicker, and Councillor Spencer

Moved by Councillor Pootmans

That Committee rise without reporting.

MOTION CARRIED

By General Consent, Item 7.2 was postponed to the Call of the Chair.

Committee then dealt with Item 7.3.

Committee returned to this Item following the rise and report on Item 7.5.

Moved by Councillor Wyness

That with respect to Report AC2024-0518, Committee amend the recommendations by adding a new Recommendation #1 as follows and renumber accordingly:

1. Direct that Administration and the Green Line Board provide Audit Committee with excerpts from their 2024 July 30 Report to Council concerning the risk analysis for their review and advice, if any, to return to Council no later than the 2024 October 29 Regular Meeting of Council.

For: (6): Councillor Spencer, Councillor Pootmans, Councillor Walcott, Councillor Wyness, Public Member Kim, and Public Member McGillivray

MOTION CARRIED

Moved by Public Member McGillivray

That with respect to Report AC2024-0518, the following be approved, **as amended:**

That the Audit Committee recommends that Council:

1. **Direct that Administration and the Green Line Board provide Audit Committee with excerpts from their 2024 July 30 Report to Council concerning the risk analysis for their review and advice, if any, to return to Council no later than the 2024 October 29 Regular Meeting of Council;**
2. Receive this report and presentation for the Corporate Record; and
3. Direct that Attachments 4 and 5 and the Closed Meeting discussions be held confidential pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*, to be reviewed by 2029 July 25.

For: (6): Councillor Spencer, Councillor Pootmans, Councillor Walcott, Councillor Wyness, Public Member Kim, and Public Member McGillivray

MOTION CARRIED

Committee then returned to Item 7.5.

7.3 External Auditor 2024 Audit Service Plan, AC2024-0787

This Item was dealt with following the postponement of Item 7.2.

Moved by Public Member McGillivray

That with respect to Report AC2024-0787, the following be approved:

That the Audit Committee:

1. Review and approve the Deloitte 2024 Audit Service Plan (Attachments 1 and 2); and

2. Recommends that Council receive this Report and Attachments for the Corporate Record.

For: (7): Councillor Spencer, Councillor Pootmans, Councillor Walcott, Councillor Wyness, Public Member Kim, Public Member McGillivray, and Public Member Naicker

MOTION CARRIED

7.4 City Auditor's Office 2nd Quarter 2024 Report, AC2024-0896

Pam Lewis was recognized for 15 years of service to the Audit Committee.

Moved by Public Member Kim

That with respect to Report AC2024-0896, the following be approved:

That the Audit Committee:

1. Receive this report for the Corporate Record; and
2. Recommend that Council receive this report for the Corporate Record.

For: (7): Councillor Spencer, Councillor Pootmans, Councillor Walcott, Councillor Wyness, Public Member Kim, Public Member McGillivray, and Public Member Naicker

MOTION CARRIED

7.5 Parks and Open Spaces - Contracted Mowing Services Audit, AC2024-0843

Moved by Public Member Naicker

That pursuant to Sections 16 (Disclosure harmful to business interests of a third party), 19 (Confidential evaluations), and 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*, Committee now move into Closed Meeting, at 1:37 p.m. in the Engineering Traditions Committee Room, to discuss confidential matters with respect to the following Items:

- 7.2 2024 Mid-Year Principal Corporate Risk Report with Information Technology, AC2024-0518
- 7.5 Parks and Open Spaces - Contracted Mowing Services Audit, AC2024-0843
- 10.1.1 External Auditor (Verbal), AC2024-0790
- 10.1.2 Audit Forum (Verbal), AC2024-0789
- 10.1.3 Procurement Strategy Update (Verbal), AC2024-0900
- 10.1.4 City Auditor's Office 2025 Budget (Verbal), AC2024-0898
- 10.1.5 City Auditor (Verbal), AC2024-0791

- 10.1.6 External Auditor 2023 – 2024 Performance Assessment, AC2024-0788

And further, that the following be authorized to attend the Closed Meeting with respect to Items 7.2, 7.5, and 10.1.1: Harman Gill, Sanjeev Rajani, Nicole Torgrimson, and Simona Milojevik, External Auditors (Deloitte LLP).

And further, that Committee suspend Section 78(2)(b) of the Procedure Bylaw to forego the afternoon recess to complete the Agenda.

For: (7): Councillor Spencer, Councillor Pootmans, Councillor Walcott, Councillor Wyness, Public Member Kim, Public Member McGillivray, and Public Member Naicker

MOTION CARRIED

Committee reconvened in public meeting at 3:44 p.m. with Councillor Spencer in the Chair.

ROLL CALL

Councillor Pootmans, Councillor Walcott, Councillor Wyness, Public Member Kim, Public Member McGillivray, and Councillor Spencer

Absent from Roll Call: Public Member Naicker

Moved by Councillor Walcott

That Committee rise and report.

MOTION CARRIED

Committee then returned to Item 7.2.

Committee returned to this Item following Item 7.2.

People in attendance during the Closed Meeting discussions with respect to Report AC2024-0843:

Clerks: S. Lancashire, J. Phillips, J. Booth, and A. Gagliardi. Chief Administrative Officer: D. Duckworth. Advice: S. Dagleish, M. Thompson, D. Morgan, L. Tochor, L. Ormsby, C. Smillie, P. Lewis, A. Ma, K. Ripley, and D. Hobson. External: H. Gill and S. Rajani.

Moved by Public Member Kim

That with respect to Report AC2024-0843, the following be approved:

That the Audit Committee:

1. Receive this report for the Corporate Record;
2. Recommend that Council receive this report for the Corporate Record; and
3. Recommend that the Confidential Attachment and Closed Meeting discussions be held confidential pursuant to Section 16 (Disclosure

harmful to business interests of a third party) of the *Freedom of Information and Protection of Privacy Act*, to be reviewed by 2039 July 25.

For: (6): Councillor Spencer, Councillor Pootmans, Councillor Walcott, Councillor Wyness, Public Member Kim, and Public Member McGillivray

MOTION CARRIED

8. ITEMS DIRECTLY TO COMMITTEE

8.1 REFERRED REPORTS

None

8.2 NOTICE(S) OF MOTION

None

9. URGENT BUSINESS

None

10. CONFIDENTIAL ITEMS

10.1 ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

10.1.1 External Auditor (Verbal), AC2024-0790

People in attendance during the Closed Meeting discussions with respect to Confidential Verbal Report AC2024-0790:

Clerks: S. Lancashire, J. Phillips, J. Booth, and A. Gagliardi. Chief Administrative Officer: D. Duckworth. Advice: S. Dalglish, M. Thompson, D. Morgan, L. Tochor, L. Ormsby, and C. Smillie. External: H. Gill, S. Mijojevik, and S. Rajani.

Moved by Councillor Wyness

That with respect to Confidential Verbal Report AC2024-0790, the following be approved:

That the Audit Committee direct that the Closed Meeting discussions be held confidential pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

For: (6): Councillor Spencer, Councillor Pootmans, Councillor Walcott, Councillor Wyness, Public Member Kim, and Public Member McGillivray

MOTION CARRIED

10.1.2 Audit Forum (Verbal), AC2024-0789

Administration in attendance during the Closed Meeting discussions with respect to Confidential Verbal Report AC2024-0789:

Clerks: S. Lancashire, J. Phillips, J. Booth, and A. Gagliardi. Chief Administrative Officer: D. Duckworth. Law: D. Jakal. Advice: L. Tochor, L. Ormsby, and C. Smillie.

Moved by Public Member Kim

That with respect to Confidential Verbal Report AC2024-0789, the following be approved:

That the Audit Committee direct that the Closed Meeting discussions be held confidential pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

For: (6): Councillor Spencer, Councillor Pootmans, Councillor Walcott, Councillor Wyness, Public Member Kim, and Public Member McGillivray

MOTION CARRIED

10.1.3 Procurement Strategy Update (Verbal), AC2024-0900

Administration in attendance during the Closed Meeting discussions with respect to Confidential Verbal Report AC2024-0900:

Clerks: S. Lancashire, J. Phillips, J. Booth, and A. Gagliardi. Chief Administrative Officer: D. Duckworth. Law: D. Jakal. Advice: L. Tochor, S. Brandt, L. Ormsby, and C. Smillie.

Moved by Councillor Pootmans

That with respect to Confidential Verbal Report AC2024-0900, the following be approved:

That the Audit Committee direct that the Closed Meeting discussions be held confidential pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

For: (6): Councillor Spencer, Councillor Pootmans, Councillor Walcott, Councillor Wyness, Public Member Kim, and Public Member McGillivray

MOTION CARRIED

10.1.4 City Auditor's Office 2025 Budget (Verbal), AC2024-0898

Administration in attendance during the Closed Meeting discussions with respect to Confidential Verbal Report AC2024-0898:

Clerks: S. Lancashire, J. Phillips, and J. Booth. Advice: L. Ormsby and C. Smillie.

Moved by Councillor Walcott

That with respect to Confidential Verbal Report AC2024-0898, the following be approved:

That the Audit Committee direct that the Closed Meeting discussions be held confidential pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

For: (6): Councillor Spencer, Councillor Pootmans, Councillor Walcott, Councillor Wyness, Public Member Kim, and Public Member McGillivray

MOTION CARRIED

10.1.5 City Auditor (Verbal), AC2024-0791

No report given.

10.1.6 External Auditor 2023 – 2024 Performance Assessment, AC2024-0788

Administration in attendance during the Closed Meeting discussions with respect to Confidential Report AC2024-0788:

Clerks: S. Lancashire, J. Phillips, and J. Booth. Advice: C. Smillie.

Moved by Public Member McGillivray

That with respect to Confidential Report AC2024-0788, the following be approved, **after amendment**:

That the Audit Committee:

1. Forward this report and attachments to Council for the Corporate Record; and
2. Direct that this Report, Attachments and Closed Meeting discussions remain confidential pursuant to Sections 16 (Disclosure harmful to business interests), 19 (Confidential evaluations) and 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act* to be reviewed by 2039 July 25.

For: (6): Councillor Spencer, Councillor Pootmans, Councillor Walcott, Councillor Wyness, Public Member Kim, and Public Member McGillivray

MOTION CARRIED

10.2 URGENT BUSINESS

None

11. BRIEFINGS

None

12. ADJOURNMENT

Moved by Public Member Kim

That this meeting adjourn at 3:49 p.m.

MOTION CARRIED

The following Items have been forwarded to the 2024 September 17 Regular Meeting of Council:

CONSENT AGENDA

- 2024 Mid-Year Principal Corporate Risk Report with Information Technology, AC2024-0518
- External Auditor 2024 Audit Service Plan, AC2024-0787
- City Auditor's Office 2nd Quarter 2024 Report, AC2024-0896
- Parks and Open Spaces - Contracted Mowing Services Audit, AC2024-0843
- External Auditor 2023 – 2024 Performance Assessment, AC2024-0788

The next Regular Meeting of the Audit Committee is scheduled to be held on 2024 September 19 at 9:30 a.m.

CONFIRMED BY COMMITTEE ON

CHAIR

CITY CLERK