



## MINUTES

### AUDIT COMMITTEE

**HELD 2016 FEBRUARY 18 AT 9:35 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 S. Crabtree  
Citizen Representative B. Fitzsimmons  
Citizen Representative, Mr. R. Ghosh

**ALSO PRESENT:**

Councillor W. Sutherland  
Chief Financial Officer E. Sawyer  
City Auditor K. Palmer  
Deputy City Manager B. Stevens  
Executive Assistant C. Smillie  
External Auditor T. Nakka  
Legislative Assistant M. Cario

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 February 18 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 JANUARY 21

CONFIRM MINUTES, Moved by Councillor Pincott, that the Minutes of the Regular Meeting of the Audit Committee held on 2016 January 21, be confirmed.

CARRIED

3. ITEMS FROM ADMINISTRATION AND COMMITTEES

3.1 CITY AUDITOR'S OFFICE 2015 ANNUAL REPORT, AC2016-0084

APPROVE, Moved by Councillor Demong, that the City Auditor's Recommendations contained in Report AC2016-0084 be approved, as follows:

That the Audit Committee:

1. Receives the Report and Attachment for Information;
2. Recommends that Section 2.0 of the Attachment entitled "Effective Delivery of the Whistle-blower Program" with respect to the Whistle-Blower Program be approved; and
3. Recommends that Council receives the Report and Attachment for information.

CARRIED

3.2 ROCKY RIDGE RECREATION FACILITY AUDIT, AC2016-0108

APPROVE, Moved by Councillor Woolley, that the City Auditor's Recommendations contained in Report AC2016-0108 be approved, as follows:

That the Audit Committee:

1. Receives the Report for Information; and
2. Recommends that Council receives the Report for information.

CARRIED

3.3 AUDIT COMMITTEE 2015 ANNUAL STATUS REPORT, AC2016-0121

APPROVE, Moved by Councillor Woolley, that the Audit Resource Recommendation contained in Report AC2016-0121 be approved, as follows:

That the Audit Committee receives this Report for information.

CARRIED

3.4 AUDIT COMMITTEE 2016 MONTHLY STATUS REPORT, AC2016-0122

APPROVE, Moved by Councillor Pincott, that the Audit Resource Recommendation contained in Report AC2016-0122 be approved, as follows:

That the Audit Committee receives this Report for information.

CARRIED

4. URGENT BUSINESS

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

5. IN CAMERA ITEMS

IN CAMERA, Moved by Councillor Pincott, that in accordance with Section 197(2) of the *Municipal Government Act* and Sections 24(1)(a)(b)(c) and (d), 25(1)(b) and (c) and 26(b) of the *Freedom of Information and Protection of Privacy Act*, the Audit Committee move in camera, at 11:11 a.m., in order to consider several confidential matters.

CARRIED

The Audit Committee moved into public session at 12:04 p.m. with Councillor Pootmans in the Chair.

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

CARRIED

## 5.1 CIVIC ENTITIES PRESENTATION UPDATE, AC2016-0133

APPROVE, Moved by Councillor Demong, that the Audit Reserve Recommendations contained in Report AC2016-0133 be approved, as follows:

That the Audit Committee:

1. Receives the Report and Attachments for information; and
2. That the Report, Attachments 1, 2, 3 and 4, and the In Camera discussions remain confidential pursuant to Sections 24(1) and 25(1)(b) and (c) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

## 5.2 EXTERNAL AUDITOR 2015 SERVICE PLAN UPDATE, AC2016-0173

### DISTRIBUTION

At the request of the External Auditor and with the concurrence of the Chair, the Legislative Assistant distributed a Report entitled, "External Auditor 2015 Service Plan Update", dated 2016 February 18, with respect to Report AC2016-0173, which is to remain confidential pursuant to Sections 24(1) and 26(b) of the *Freedom of Information and Protection of Privacy Act*.

### CLERICAL CORRECTIONS

At the request of the External Auditor, a clerical correction was noted in the Report on pages 1 and 2, Title, by replacing "AC2015-0173" with "AC2016-0173".

APPROVE, Moved by Councillor Pincott, that the External Auditor's Recommendations contained in Report AC2016-0173 be approved, as follows:

That the Audit Committee:

1. Approves the External Auditor Recommendation 1 contained in Report AC2016-0173;
2. Recommends that Council receives this Report and Attachment for information; and
3. That the Report, Recommendations, Attachment and In Camera discussions remain confidential pursuant to Sections 24(1) and 26(b) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

#### 5.3 AUDIT FORUM (VERBAL), AC2016-0116

There were no Audit Forum items to discuss.

#### 5.4 EXTERNAL AUDITOR REPORT (VERBAL), AC2016-0117

APPROVE, Moved by Councillor Woolley, that with respect to Verbal Report AC2016-0117, the following be approved:

That the Audit Committee:

1. Receives the External Auditor - Verbal Report, for information; and
2. Direct that the Verbal Report and In Camera discussions remain confidential pursuant to Sections 24(1)(a) and (d) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

5.5 CITY AUDITOR REPORT (VERBAL), AC2016-0118

APPROVE, Moved by Councillor Demong, that with respect to Verbal Report AC2016-0118, the following be approved:

That the Audit Committee:

1. Receives the City Auditor - Verbal Report, for information; and
2. Direct that the Verbal Report and In Camera discussions remain confidential pursuant to Sections 24(1)(a)(b) and (d) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

5.6 CHIEF FINANCIAL OFFICER REPORT (VERBAL), AC2016-0119

The Chief Financial Officer had nothing to report.

5.7 CHAIR OF AUDIT COMMITTEE REPORT (VERBAL), AC2016-0120

APPROVE, Moved by Councillor Woolley, that with respect to Verbal Report AC2016-0120, the following be approved:

That the Audit Committee:

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

CARRIED

6. URGENT BUSINESS IN CAMERA

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

7. ADJOURNMENT

ADJOURN, Moved by Mr. Ghosh, that this meeting adjourn at 12:07 p.m.

CARRIED

CONFIRMED BY COMMITTEE ON

\_\_\_\_\_  
CHAIR

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LEGISLATIVE ASSISTANT

THE FOLLOWING ITEMS HAVE BEEN FORWARDED TO THE 2016 MARCH 07 COMBINED MEETING OF COUNCIL:

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CONSENT:

CITY AUDITOR'S OFFICE 2015 ANNUAL REPORT, AC2016-0084

ROCKY RIDGE RECREATION FACILITY AUDIT, AC2016-0108

IN CAMERA:

EXTERNAL AUDITOR 2015 SERVICE PLAN UPDATE, AC2016-0173

The next Regular Meeting of the Audit Committee has been scheduled to be held on 2016 March 17 at 9:30 AM.