

**I. STATUS OF AUDIT COMMITTEE 2016 WORK PLAN**

This Report provides the original 2016 Work Plan as approved by Audit Committee in December 2015, the items added in 2016 and the status of each item. The items are arranged by Audit Committee meeting date.

<b>AUDIT COMMITTEE 2016 WORK PLAN</b>		
<b>Meeting Date</b>	<b>Report</b>	<b>Accountability</b>
<b>JAN. 21, 2016</b>	1. External Auditor 2014 Management Letter Update 2. Audit Committee Monthly 2016 Status Report 3. 2015 Corporate Risk Report 4. <a href="#">Calgary Parking Authority Engagement of Deloitte LPP</a>  5. <a href="#">City Auditor Compensation – In Camera</a> 6. Audit Forum – verbal report – In Camera 7. External Auditor – verbal report – In Camera 8. City Auditor – verbal report – In Camera 9. Chief Financial Officer – verbal report – In Camera 10. Chair of Audit Committee – verbal report - In Camera	AC2016-0057 AC2016-0058 AC2016-0009 <a href="#">AC2016-0043 - added</a>  <a href="#">AC2016-0079 - added</a> AC2016-0032 AC2016-0052 AC2016-0054 AC2016-0055 AC2016-0056
	<p style="text-align: center;"><b>City Auditor’s Office Reports</b></p> ----- When available	----- City Auditor
<b>FEB. 18, 2016</b>	1. City Auditor’s Office 2015 Annual Report } 2. 2015 Whistleblower Office Annual Report } 3. Audit Committee 2015 Annual Status Report 4. Audit Committee Monthly 2016 Status Report  5. <a href="#">Selection of Special Studies and Performance Audits for 2016 – In Camera</a> 6. <a href="#">Civic Entities Presentation Update</a> 7. <a href="#">External Auditor 2015 Service Plan Update</a> 8. Audit Forum – verbal report – In Camera 9. External Auditor – verbal report – In Camera 10. City Auditor – verbal report – In Camera 11. Chief Financial Officer - verbal report – In Camera 12. Chair of Audit Cmttee – verbal report – In Camera	AC2016-0084 AC2016-0121 AC2016-0122  <a href="#">Deferred to September</a>  <a href="#">AC2016-0133 - added</a> <a href="#">AC2016-0173 - added</a> AC2016-0116 AC2016-0117 AC2016-0118 AC2016-0119 AC2016-0120
	<p style="text-align: center;"><b>City Auditor’s Office Reports</b></p> ----- 13. Rocky Ridge Recreation Facility Audit	----- AC2016-0108
<b>MAR. 17, 2016</b>	1. Audit Committee Narrative for The City’s 2015 Annual Report 2. Audit Committee Monthly 2016 Status Report 3. <a href="#">Calgary Municipal Land Corporation Follow-up Report on Risk</a> 4. Audit Bylaw and Terms of Reference Review	AC2016-0207 AC2016-0206 <a href="#">Deferred to April 2016</a> AC2016-0205

	<p>5. City Auditor Terms of Reference and Charter Review</p> <p>6. <a href="#">Annual Request Document for Civic Entities – In Camera</a></p> <p>7. Audit Committee Self-Assessment Q1 Update</p> <p>8. <a href="#">2016 Law Department Legal Compliance, Claims and Risk Management Annual Report – In Camera</a></p> <p>9. External Auditor Services Annual Renewal 2016-2017 – In Camera</p> <p>10. Audit Forum –verbal report – In Camera</p> <p>11. External Auditor – verbal report – In Camera</p> <p>12. City Auditor – verbal report – In Camera</p> <p>13. Chief Financial Officer – verbal report – In Camera</p> <p>11. Chair of Audit Cmttee – verbal report – In Camera</p> <p>-----</p> <p><b>City Auditor’s Office Reports</b></p> <p>When available</p>	<p>AC2016-0247</p> <p>No longer required (see March 2016)</p> <p>AC2016-0208</p> <p>Deferred to April 2016</p> <p>AC2016-0209</p> <p>AC2016-0210</p> <p>AC2016-0211</p> <p>AC2016-0212</p> <p>AC2016-0213</p> <p>AC2016-0214</p> <p>-----</p> <p>City Auditor</p>
<p><b>APR. 14, 2016</b></p>	<p>1. Control Environment Assessment and Management Representations</p> <p>2. City of Calgary 2015 Annual Report</p> <p>3. External Auditor’s 2015 Report</p> <p>4. 2015 Annual Investment Report</p> <p>5. Calgary Municipal Land Corporation Follow-up Report on Risk</p> <p>6. Audit Committee 1<sup>st</sup> Quarter 2016 Status Report</p> <p>7. City Auditor’s 1<sup>st</sup> Quarter 2016 Status Report</p> <p>8. 2016 Law Department Legal Compliance, Claims and Risk Management Annual Report – In Camera</p> <p>9. Audit Forum – verbal report – In Camera</p> <p>10. External Auditor – verbal report – In Camera</p> <p>11. City Auditor – verbal report – In Camera</p> <p>12. Chief Financial Officer – verbal report – In Camera</p> <p>12. 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>Chief Financial Officer</p> <p>Chief Financial Officer</p> <p>External Auditor</p> <p>Chief Financial Officer</p> <p>CMLC Audit Committee Chair</p> <p>EA to Audit Committee</p> <p>City Auditor</p> <p>City Solicitor</p> <p>AC2016-0143</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>-----</p> <p>City Auditor</p>
<p><b>MAY 19, 2016</b></p>	<p>1. Calgary Public Library Audit and Finance Committee Annual Report</p> <p>2. Calgary Parking Authority Annual Report to Audit Committee</p> <p>3. IT Risk Management Annual Update</p> <p>4. Audit Committee Monthly 2016 Status Report</p> <p>5. 2016 External Auditor Annual Independence Letter</p> <p>6. Audit Forum – verbal report – In Camera</p>	<p>CPL Audit Committee Chair</p> <p>CPA Audit Committee Chair</p> <p>Chief Financial Officer</p> <p>EA to Audit Committee</p> <p>External Auditor</p> <p>Chair, Audit Committee</p>

	<p>7. External Auditor – verbal report – In Camera 8. The City Auditor – verbal report – In Camera 9. Chief Financial Officer – verbal report – In Camera 13. Chair, Audit Committee - verbal report- In Camera</p> <p>-----</p> <p><b>City Auditor’s Office Reports</b></p> <p>When available</p>	<p>External Auditor City Auditor Chief Financial Officer Chair, Audit Committee</p> <p>-----</p> <p>City Auditor</p>
<p><b>JUNE 16, 2016</b></p>	<p>1. Calgary Police Commission Finance and Audit Committee Annual Report 2. Calgary Housing Company Audit and Risk Management Committee Annual Report 3. City Employee Code of Conduct Annual Report 4. Audit Committee Monthly 2016 Status Report 5. External Auditor 2015 Management Letter 6. Audit Committee Self-Assessment Q2 Update</p> <p>7. Audit Forum – verbal report – In Camera 8. External Auditor – verbal report – In Camera 9. City Auditor – verbal report – In Camera 10. Chief Financial Officer – verbal report – In Camera 14. 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>CPS Audit Committee Chair CHC Chair</p> <p>Chief Financial Officer EA to Audit Committee External 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>
<p><b>JULY 21, 2016</b></p>	<p>1. ENMAX Audit and Finance Committee Annual Report 2. Attainable Homes Calgary Corporation Audit and Accountability Committee Annual Report 3. Integrated Risk Management Model Update</p> <p>4. External Auditor 2015 / 2016 Performance Assessment – In Camera</p> <p>5. Audit Committee 2<sup>nd</sup> Quarter 2016 Status Report 6. City Auditor’s 2<sup>nd</sup> Quarter 2016 Status Report 7. External Auditor 2016 Fiscal Year Audit Plan and Fees Report 8. Civic Partner Audit Report – In Camera</p> <p>9. Audit Forum – verbal report – In Camera 10. External Auditor – verbal report – In Camera 11. City Auditor – verbal report – In Camera 12. Chief Financial Officer – verbal report – In Camera 15. 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>ENMAX Audit Committee Chair AHCC Chair</p> <p>Chief Financial Officer</p> <p>Chief Financial Officer/EA to Audit Committee EA to Audit Committee City Auditor External Auditor</p> <p>GM Community Services &amp; Protective Services Chair, Audit Committee External Auditor City Auditor Chief Financial Officer Chair, Audit Committee</p> <p>-----</p> <p>City Auditor</p>

<b>AUG. 2016</b>	<b>NO MEETING</b>	
<b>SEPT. 22, 2016</b>	<ol style="list-style-type: none"> <li>1. Calgary Convention Centre Authority – Audit Committee Annual Report</li> <li>2. Calgary Municipal Land Corporation - Audit Committee Annual Report</li> <li>3. City Auditor’s Office Budget 2017</li> <li>4. Audit Committee Monthly 2016 Status Report</li>   <li>5. Audit Committee Self- Assessment Q3 Update</li> <li>6. Audit Forum – verbal report – In Camera</li> <li>7. External Auditor – verbal report – In Camera</li> <li>8. City Auditor – verbal report – In Camera</li> <li>9. Chief Financial Officer – verbal report – In Camera</li> <li>16. Chair, Audit Committee – verbal report – In Camera</li> <li>17. Selection of Special Studies and Performance Audits for 2016 – In Camera</li> </ol> <p style="text-align: center;">-----</p> <p><b>City Auditor’s Office Reports</b></p> <p>When available</p>	<p>CCCA Audit Committee Chair CMLC Audit Committee Chair City Auditor EA to Audit Committee</p> <p>EA to Audit Committee Chair, Audit Committee External Auditor City Auditor Chief Financial Officer Chair, Audit Committee</p> <p>EA to Audit Committee</p> <p style="text-align: center;">-----</p> <p>City Auditor</p>
<b>OCT. 20, 2016</b>	<ol style="list-style-type: none"> <li>1. Audit Committee 3<sup>rd</sup> Quarter 2016 Status Report</li> <li>2. City Auditor’s 3<sup>rd</sup> Quarter 2016 Status Report</li>   <li>3. Status of Community Associations and Social Recreation Organizations on City-Owned Land – In Camera</li> <li>4. Audit Committee Annual (2015/2016) Self Assessment – In Camera</li> <li>5. City Auditor 2016 Performance Review – In Camera</li> <li>6. Audit Forum – verbal report – In Camera</li> <li>7. External Auditor – verbal report – In Camera</li> <li>8. City Auditor – verbal report – In Camera</li> <li>9. Chief Financial Officer – verbal report – In Camera</li> <li>18. 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>EA to Audit Committee City Auditor</p> <p>GM, Community Services &amp; Protective Services EA to Audit Committee</p> <p>City Auditor</p> <p>Chair, Audit Committee External Auditor City Auditor Chief Financial Officer Chair, Audit Committee</p> <p style="text-align: center;">-----</p> <p>City Auditor</p>
<b>NOV. 10, 2016</b>	<ol style="list-style-type: none"> <li>1. Election of Chair and Vice-Chair – Committee motion</li> <li>2. Election of Audit Sub-Committee on Personnel Membership (if required) – Committee motion</li> <li>3. Audit Committee Orientation</li> <li>4. Audit Committee Monthly 2016 Status Report</li> <li>5. Audit Committee 2017 Work Plan</li> </ol>	<p>City Clerks</p> <p>Chair of Audit Committee Various EA to Audit Committee EA to Audit Committee</p>

	6. City Auditor’s Office 2017 / 2018 Audit Plan 7. Audit Committee Self-Assessment Q4 Update 8. Audit Forum – verbal report – In Camera 9. External Auditor –verbal report – In Camera 10. City Auditor – verbal report – In Camera 11. Chief Financial Officer – verbal report – In Camera 19. Chair of Audit Committee – verbal report – In Camera ----- <b>City Auditor’s Office Reports</b> ----- When available	City Auditor  EA to Audit Committee Chair, Audit Committee External Auditor City Auditor Chief Financial Officer Chair, Audit Committee  ----- City Auditor
<b>DEC. 2016</b>	<b>NO MEETING</b>	

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

The Executive Assistant attended a City Specific Program entitled “Integrated Risk Management”

**III. STATUS OF AUDIT COMMITTEE BUDGET**

The Audit Committee Bylaw 48M2012 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 2016 was approved by Council in November 2014 as part of the four year budget cycle.

The Audit Committee’s 2016 total operating budget is \$747,917.

**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
Selection of Special Studies and Performance Audits for 2016 – In Camera	February 2016	The Chair of Audit requested a deferral of this item until September.	September 2016	
Calgary Municipal Land Corporation Follow-up Report on Risk	February 2016	CMLC requested a one month deferral of this item from March to April.	April 2016	
2016 Law Department Legal Compliance, Claims and Risk Management Annual Report – In Camera	March 2016	City Solicitor requested a one month deferral of this item from March to April.	April 2016	