

## MINUTES

### AUDIT COMMITTEE

HELD 2015 DECEMBER 10 AT 9:30 AM

IN THE ENGINEERING TRADITIONS COMMITTEE ROOM

PRESENT: Councillor R. Pootmans, Chair  
Councillor E. Woolley, Vice-Chair  
Councillor P. Demong  
Citizen Representative S. Crabtree  
Citizen Representative B. Fitzsimmons

ALSO PRESENT: Chief Financial Officer E. Sawyer  
City Auditor K. Palmer  
Executive Assistant C. Smillie  
External Auditor T. Nakka  
Legislative Assistant D. Williams

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 2015 December 10 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  
NOVEMBER 12

CONFIRM MINUTES, Moved by Councillor Demong, that the Minutes of the Audit Committee held on 2015 November 12, be confirmed.

CARRIED

3. NEW BUSINESS

3.1 CITY AUDITOR'S OFFICE 2016/17 ANNUAL AUDIT PLAN, AC2015-0951

DISTRIBUTION

At the request of the City Auditor and with the concurrence of the Chair, the Legislative Assistant distributed copies of a PowerPoint presentation entitled, "City Auditor's Office 2016/17 Audit Plan", dated 2015 December 10, with respect to Report AC2015-0951.

CLERICAL CORRECTIONS

At the request of the City Auditor, a clerical correction was noted in the Attachment on page 11 of 12, # 24, Title, by deleting the word "Centres" and by substituting the word "Associations" and in the description by deleting the word "Centres" following the words "An operational audit on the service delivery provided by Community" and by substituting the word "Associations".

APPROVE, Moved by Councillor Woolley, that the Recommendations contained in Report AC2015-0951 be approved, as follows:

The Audit Committee:

1. Approves the City Auditor's Office 2016/17 Annual Audit Plan and forward to Council for information; and
2. Recommends to Council that the City Auditor present the City Auditor's Office 2016/17 Annual Audit Plan to Council.

CARRIED

3.2 AUDIT COMMITTEE 2015 MONTHLY STATUS REPORT, AC2015-0879

APPROVE, Moved by Councillor Demong, that the Recommendation contained in Report AC2015-0879 be approved, as follows:

That Audit Committee receives this Report for Information.

CARRIED

3.3 AUDIT COMMITTEE 2016 WORK PLAN, AC2015-0878

DISTRIBUTION

At the request of the Executive Assistant to the Audit Committee and with the concurrence of the Chair, the Legislative Assistant distributed copies of a Revised Attachment to Report AC2015-0878.

APPROVE, Moved by Mr. Fitzsimmons, that the Administration Recommendations contained in Report AC2015-0878 be approved, **after amendment**, as follows:

The Audit Committee:

1. Approves the Audit Committee's 2016 Work Plan; and
2. Recommends that Council receive this Report and the 2016 Work Plan (**Revised Attachment**) 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 Demong, that in accordance with Section 197(2) of the *Municipal Government Act* and Sections 16(1), 17(1), 24(1), 24(1)(a), 24(1)(b) and 24(1)(c) of the *Freedom of Information and Protection of Privacy Act*, the Audit Committee move in camera, at 10:28 a.m., in order to consider several confidential matters.

CARRIED

The Audit Committee moved into public session at 10:59 a.m. with Councillor Pootmans in the Chair.

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

CARRIED

#### 5.1 AUDIT FORUM - VERBAL REPORT, AC2015-0927

APPROVE, Moved by Councillor Demong, that with respect to the Verbal Report AC2015-0927, the following be approved:

That the Audit Committee:

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

CARRIED

#### 5.2 EXTERNAL AUDITOR - VERBAL REPORT, AC2015-0928

The External Auditor had nothing to report.

#### 5.3 CITY AUDITOR - VERBAL REPORT, AC2015-0929

The City Auditor had nothing to report.

#### 5.4 CHIEF FINANCIAL OFFICER - VERBAL REPORT, AC2015-0930

The Chief Financial Officer had nothing to report.

5.5 CHAIR OF AUDIT COMMITTEE - VERBAL REPORT, AC2015-0931

APPROVE, Moved by Councillor Woolley, that with respect to the Verbal Report AC2015-0931, 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 17(1) and 24(1) 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 Ms. Crabtree, that this meeting adjourn at 11:00 a.m.

CARRIED

CONFIRMED BY COMMITTEE ON

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CHAIR

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LEGISLATIVE ASSISTANT

THE FOLLOWING ITEMS HAVE BEEN FORWARDED TO THE 2016 JANUARY 11 COMBINED MEETING OF COUNCIL:

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CONSENT:

AUDIT COMMITTEE 2016 WORK PLAN, AC2015-0878

OTHER:

(The following Report is required, by Bylaw 48M2012, to be dealt with in the Regular Portion of Council and should be voted on separately.)

CITY AUDITOR'S OFFICE 2016/17 ANNUAL AUDIT PLAN, AC2015-0951

The next Regular Meeting of the Audit Committee has been scheduled to be held on 2016 January 21 at 9:30 AM.