



MINUTES

AUDIT COMMITTEE

**HELD 2015 NOVEMBER 12 AT 9:30 AM
IN THE ENGINEERING TRADITIONS COMMITTEE ROOM**

PRESENT: Councillor R. Pootmans, Chair
Councillor E. Woolley, Vice-Chair
Councillor P. Demong
Councillor B. Pincott
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 H. Gill
Legislative Assistant J. Dubetz

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

1. ELECTION OF CHAIR AND VICE-CHAIR

Following nomination procedures, Councillor Pootmans was elected Chair of the Audit Committee, by acclamation.

Following nomination procedures, Councillor Woolley was elected Vice-Chair of the Audit Committee, by acclamation.

2. CONFIRMATION OF AGENDA

AMENDMENT, Moved by Councillor Demong, that the Agenda for today's Meeting be amended by bringing forward and tabling Report AC2015-0899 (Item 6.2), to be dealt with as the first In Camera item of business.

CARRIED

CONFIRM AGENDA, AS AMENDED, Moved by Councillor Woolley, that the Agenda for the 2015 November 12 Regular Meeting of the Audit Committee be confirmed, **as amended**, as follows:

BRING FORWARD AND TABLE TO BE DEALT WITH AS THE FIRST IN CAMERA ITEM OF BUSINESS:

STATUS OF COMMUNITY ASSOCIATIONS AND SOCIAL RECREATION
ORGANIZATIONS ON CITY-OWNED LAND, AC2015-0899

CARRIED

3. CONFIRMATION OF MINUTES

3.1 MINUTES OF THE REGULAR MEETING OF THE AUDIT COMMITTEE, 2015
OCTOBER 15

CONFIRM MINUTES, Moved by Councillor Woolley, that the Minutes of the Regular Meeting of the Audit Committee, held on 2015 October 15, be confirmed.

CARRIED

4. NEW BUSINESS

4.1 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACCESS
REQUEST PROCESS AUDIT, AC2015-0892

APPROVE, Moved by Councillor Demong, that the City Auditor Recommendations contained in Report AC2015-0892 be approved, as follows:

1. That Audit Committee receive this report for information; and
2. That Audit Committee recommend that Council receive this report for information.

CARRIED

4.2 CALGARY MUNICIPAL LAND CORPORATION 2014 ANNUAL REPORT AND
RISK MANAGEMENT PROCESSES, AC2015-0722

SPEAKERS

1. Lyle Edwards, Chairman, Calgary Municipal Land Corporation

DISTRIBUTION

At the request of Mr. Edwards and with the concurrence of the Chair, the Legislative Assistant distributed copies of a PowerPoint presentation entitled "The Future is Rising", with respect to Report AC2015-0722.

2. Kondwani Bwanali, Director, Finance and Administration, Calgary Municipal Land Corporation.

IN CAMERA, Moved by Councillor Demong, that in accordance with Section 197(2) of the *Municipal Government Act* and Sections 16(1) (a) (ii), 23(1) (b) and 24(1) (a) of the *Freedom of Information and Protection of Privacy Act*, the Audit Committee move in camera, at 10:19 a.m., in order to consider a confidential matter with respect to Report AC2015-0722.

CARRIED

The Audit Committee moved into public session at 10:32 a.m. with Councillor Pootmans in the Chair.

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

CARRIED

AMENDMENT, Moved by Councillor Woolley, that the Calgary Municipal Land Corporation Audit Recommendation contained in Report AC2015-0722 be amended by adding a Recommendation 2 and 3 as follows:

"2. Direct that the Calgary Municipal Land Corporation report back to Audit Committee with a Risk Report on key operating and strategic risk and mitigation plans, no later than 2016 Q1; and

3. Keep the In Camera discussions confidential pursuant to Sections 16(1) (a) (ii), 23(1) (b) and 24(1) (a) of the *Freedom of Information and Protection of Privacy Act*."

CARRIED

APPROVE, AS AMENDED, Moved by Councillor Pincott, that the Calgary Municipal Land Corporation Audit Recommendation contained in Report AC2015-0722 be approved, **as amended**, as follows:

That the Audit Committee:

1. Receives this report for information;
2. **Direct that the Calgary Municipal Land Corporation report back to Audit Committee with a Risk Report on key operating and strategic risk and mitigation plans, no later than 2016 Q1; and**
3. **Keep the In Camera discussions confidential pursuant to Sections 16(1) (a) (ii), 23(1) (b) and 24(1) (a) of the *Freedom of Information and Protection of Privacy Act*.**

CARRIED

4.3 ETHICS PROGRAM ASSESSMENT UPDATE-CODE OF CONDUCT,
AC2015-0891

DISTRIBUTION

At the request of Administration and with the concurrence of the Chair, the Legislative Assistant distributed copies of a pamphlet, entitled "Making Life Better Every Day, Communicating Our Corporate Culture", with respect to Report AC2015-0891.

APPROVE, Moved by Councillor Woolley, that the Administration Recommendations contained in Report AC2015-0891 be approved, as follows:

1. That Audit Committee receive this report for information; and
2. That Audit Committee recommend that Council receive this report for information.

CARRIED

4.4 AUDIT COMMITTEE 2015 MONTHLY STATUS REPORT, AC2015-0872

APPROVE, Moved by Councillor Demong, that the Audit Resource Management Recommendation contained in Report AC2015-0872 be approved, as follows:

That the Audit Committee receives this report for information.

CARRIED

5. URGENT BUSINESS

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

IN CAMERA, Moved by Mr. Fitzsimmons, that in accordance with Section 197(2) of the *Municipal Government Act* and Sections 16(1), 19(1), 23(1) (b), and 24(1) (a) (b) and (c) of the *Freedom of Information and Protection of Privacy Act*, the Audit Committee move In Camera, at 11:08 a.m., in order to consider several confidential matters.

CARRIED

The Audit Committee moved into public session at 11:46 a.m. with Councillor Pootmans in the Chair.

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

CARRIED

6. IN CAMERA ITEMS

6.1 AUDIT COMMITTEE 2013 / 2014 SELF-ASSESSMENT, AC2015-0744

APPROVE, Moved by Councillor Woolley, that the Audit Resource Management Recommendations contained in Report AC2015-0744, be approved, **after amendment**, as follows:

That the Audit Committee:

1. Receive this report for information;
2. **Direct that a Working Group be established to review the 2015/2016 self assessment and ensure compliance, with membership as follows:**
 - **Executive Assistant to Audit Committee C. Smillie;**
 - **Citizen Representative S. Crabtree;**
 - **Citizen Representative B. Fitzsimmons;**
 - **Councillor E. Woolley;**

with Resource support provided from the Chief Financial Officer's Office, the City Auditor's Office and the External Auditor, and report back to Audit Committee by 2016 Q3.
3. Direct that the report and In Camera discussions remain confidential pursuant to Sections 16(1) and 19(1) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

6.2 STATUS OF COMMUNITY ASSOCIATIONS AND SOCIAL RECREATION ORGANIZATIONS ON CITY-OWNED LAND, AC2015-0899

APPROVE, Moved by Councillor Woolley, that the Administration Recommendations contained in Report AC2015-0899, be approved, as follows:

That the Audit Committee recommends that Council:

1. Receive this report for information;
2. Direct that this report and Attachment 1 remain confidential under Section 24(1)(b) of the *Freedom of Information and Protection of Privacy Act (Alberta)* for the duration of the In Camera meeting and be made public upon Council's rise and report; and
3. Direct that Attachments 2, 3, and 4 of this report remain confidential under Sections 16(1), 23(1) (b), 24(1) (a) and (b) of the *Freedom of Information and Protection of Privacy Act (Alberta)*, until such time as the third parties agree to release the information.

CARRIED

6.3 AUDIT FORUM - VERBAL REPORT, AC2015-0873

There were no Audit Forum items to discuss.

6.4 EXTERNAL AUDITOR - VERBAL REPORT, AC2015-0874

The External Auditor had nothing to report.

6.5 CITY AUDITOR - VERBAL REPORT, AC2015-0875

The City Auditor had nothing to report.

6.6 CHIEF FINANCIAL OFFICER - VERBAL REPORT, AC2015-0876

The Chief Financial Officer had nothing to report.

6.7 CHAIR OF AUDIT COMMITTEE - VERBAL REPORT, AC2015-0877

The Chair of Audit Committee had nothing to report.

7. URGENT BUSINESS IN CAMERA

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

8. ADJOURNMENT

ADJOURN, Moved by Ms. Crabtree, that this meeting adjourn at 11:50 a.m.

CARRIED

CONFIRMED BY COMMITTEE ON

CHAIR

LEGISLATIVE ASSISTANT

THE FOLLOWING ITEMS HAVE BEEN FORWARDED TO THE 2015 NOVEMBER 23
REGULAR MEETING OF COUNCIL:

CONSENT:

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACCESS REQUEST
PROCESS AUDIT, AC2015-0892

ETHICS PROGRAM ASSESSMENT UPDATE-CODE OF CONDUCT, AC2015-0891

IN CAMERA:

STATUS OF COMMUNITY ASSOCIATIONS AND SOCIAL RECREATION
ORGANIZATIONS ON CITY-OWNED LAND, AC2015-0899

The next Regular Meeting of the Audit Committee has been scheduled to be held on
2015 December 10 at 9:30 AM.