



**MINUTES
AUDIT COMMITTEE**

**January 26, 2018, 9:30 AM
IN THE COUNCIL CHAMBER**

PRESENT: Councillor E. Woolley, Chair
Councillor G. Chahal, Vice-Chair
Councillor J. Farkas
Councillor D. Farrell
Citizen Representative L. Caltagirone
Citizen Representative M. Dalton
Citizen Representative M. Lambert

ALSO PRESENT: Chief Financial Officer E. Sawyer
City Auditor K. Palmer
Acting City Clerk L. McDougall
Legislative Assistant J. Lord Charest
External Auditor T. Nakka

1. **CALL TO ORDER**

Councillor Woolley called the meeting to order at 9:32 a.m.

2. **OPENING REMARKS**

Councillor Woolley welcomed all present to the first Audit Committee Meeting of 2018.

3. **CONFIRMATION OF AGENDA**

Moved by Citizen Representative Caltagirone

That the Agenda for the 2018 January 26 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, 2017 December 14

Moved by Citizen Representative Dalton

That the Minutes of the Audit Committee held on 2017 December 14, be confirmed.

MOTION CARRIED

5. POSTPONED REPORTS

(None)

6. ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

6.1 Corporate Credit Card (Data Analytics) Audit, AC2018-0035

Moved by Councillor Farkas

That with respect to Report AC2018-0035, the following be approved:

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

MOTION CARRIED

6.2 Green Line Engagement Audit, AC2018-0088

CLERICAL CORRECTION

Page 3 of 3, Report AC2018-0088, last line on the page, by deleting Report Number "AC2018-0007" and substituting with Report Number "AC2018-0088".

Moved by Citizen Representative Dalton

That with respect to Report AC2018-0088, the following be approved, **after amendment**:

1. That Audit Committee receive this **Corrected** Report for information; and
2. That Audit Committee recommend that Council receive this **Corrected** Report for information.

MOTION CARRIED

6.3 External Auditor 2016 Management Letter Update, AC2018-0026

Moved by Citizen Representative Lambert

That with respect to Report AC2018-0026, the following be approved:

1. Receives this Report and Attachments for information;
2. Recommends that Council receive this Report and Attachments for information.

MOTION CARRIED

6.4 Audit Committee 2017 Year-End Annual Status Report, AC2018-0040

Moved by Citizen Representative Caltagirone

That with respect to Report AC2018-0040, the following be approved:

That Audit Committee receive this Report and Attachment for information.

MOTION CARRIED

6.5 Audit Committee 2018 April Meeting Date Change, AC2018-0027

Moved by Councillor Chahal

That with respect to Report AC2018-0027, the following be approved:

That Audit Committee recommends that the date for their 2018 April 24 Meeting be changed to be held on 2018 April 17 with a start time of 8:30 a.m.

MOTION CARRIED

6.6 Annual Principal Corporate Risk Report, AC2018-0066

Distribution with respect to Report AC2018-0066:

- A PowerPoint presentation entitled "Administration's Annual Principal Corporate Risk Report", dated 2018 January 26.

Moved by Citizen Representative Caltagirone

That with respect to Report AC2018-0066, the following be approved:

1. That the Audit Committee receives this Report for information;
2. That Council receive this Report for information; and
3. That the Attachments remain confidential pursuant to Section 24 of the *Freedom of Information and Protection of Privacy Act* for a period of 15 years.

MOTION CARRIED

7. ITEMS DIRECTLY TO COMMITTEE

7.1 REFERRED REPORTS

(None)

7.2 NOTICE(S) OF MOTION

(None)

8. URGENT BUSINESS

(None)

9. CONFIDENTIAL ITEMS

Moved by Citizen Representative Caltagirone

That, in accordance with Section 197 of the *Municipal Government Act* and Sections 16, 17, 19, 24 and 26 of the *Freedom of Information and Protection of Privacy Act*, the Audit Committee move into Closed Meeting, in the Council Lounge, at 11:10 a.m., in order to discuss several confidential matters with respect to the following Reports:

- Item 9.1.1 External Auditor - Provision of Additional Services, AC2018-0064;
- Item 9.1.2 Audit Forum (Verbal) Report, AC2018-0028;
- Item 9.1.3 City Auditor 2018 City Auditor (Verbal Report), AC2018-0029;
- Item 9.1.4 External Auditor (Verbal Report), AC2018-0030; and
- Item 9.1.5 City Auditor Performance Review (Verbal Report), AC2018-0071.

MOTION CARRIED

That the Audit Committee moved into public session at 11:40 a.m. with Councillor Woolley in the Chair.

Moved by Citizen Representative Caltagirone

That the Audit Committee Rise and Report.

MOTION CARRIED

9.1 ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

9.1.1 External Auditor - Provision of Additional Services, AC2018-0064

That, subject to Section 197 of the *Municipal Government Act*, the following members were in attendance, in Closed Meeting:

Administration: L. McDougall (Clerk), E. Sawyer (Advice), C. Male (Advice) and C. Smillie (Advice)

City Auditor: K. Palmer (Advice)

External Auditors: T. Nakka (Advice) and H. Gill (Advice)

Moved by Citizen Representative Dalton

That with respect to Report AC2018-0064, the following be approved:

That the Audit Committee:

1. Approve Administration Recommendation 1 contained in Report AC2018-0064; and
2. Direct that this Report, recommendations and Closed Meeting discussions remain confidential subject to Section 16 and 24 of the *Freedom of Information and Protection of Privacy Act*.

MOTION CARRIED

9.1.2 Audit Forum (Verbal Report), AC2018-0028

That, subject to Section 197 of the *Municipal Government Act*, the following members were in attendance, in Closed Meeting:

Administration: L. McDougall (Clerk), E. Sawyer (Advice), C. Male (Advice) and C. Smillie (Advice)

City Auditor: K. Palmer (Advice)

External Auditors: T. Nakka (Advice) and H. Gill (Advice)

Moved by Councillor Farkas

That with respect to Report AC2018-0028, the following be approved:

That the Audit Committee:

1. Receives the Audit Forum (Verbal Report) for information; and
2. Directs that the Verbal Report and Closed Meeting discussions remain confidential subject to Sections 24 and 26 of the *Freedom of Information and Protection of Privacy Act*.

MOTION CARRIED

9.1.3 City Auditor 2018 City Auditor (Verbal Report), AC2018-0029

That, subject to Section 197 of the *Municipal Government Act*, the following members were in attendance, in Closed Meeting:

Administration: L. McDougall (Clerk) and C. Smillie (Advice)

City Auditor: K. Palmer (Advice)

Moved by Councillor Farrell

That with respect to Report AC2018-0029, the following be approved:

That the Audit Committee:

1. Receives the City Auditor 2018 City Auditor (Verbal Report) for information; and
2. Directs that the Verbal Report and Closed Meeting discussions remain confidential subject to Sections 24 and 26 of the *Freedom of Information and Protection of Privacy Act*.

MOTION CARRIED

9.1.4 External Auditor (Verbal Report), AC2018-0030

No Report was given for this Item.

9.1.5 City Auditor Performance Review (Verbal Report), AC2018-0071

That, subject to Section 197 of the *Municipal Government Act*, the following members were in attendance, in Closed Meeting:

Administration: L. McDougall (Clerk)

Moved by Councillor Chahal

That with respect to Report AC2018-0071, the following be approved:

That the Audit Committee:

1. Receives the City Auditor Performance Review (Verbal Report) for information; and
2. Directs that the Verbal Report and Closed Meeting discussions remain confidential subject to Sections 17 and 19 of the *Freedom of Information and Protection of Privacy Act*.

MOTION CARRIED

9.2 URGENT BUSINESS

(None)

10. ADJOURNMENT

Moved by Councillor Farkas

That this meeting adjourn at 11:45 a.m.

MOTION CARRIED

The following items have been forwarded to the 2018 February 26 Regular Meeting of Council:

Consent:

Item 6.1 Corporate Credit Card (Data Analytics) Audit, AC2018-0035

Item 6.2 Green Line Engagement Audit, AC2018-0088

Item 6.3 External Auditor 2016 Management Letter Update, AC2018-0026

Item 6.6 Annual Principal Corporate Risk Report, AC2018-0066

The next Regular Meeting of the Audit Committee is scheduled to be held on 2018 February 13.

CONFIRMED ON 2018

CHAIR

ACTING CITY CLERK