

CALGARY CONVENTION CENTRE AUTHORITY 2013 ANNUAL REPORT

EXECUTIVE SUMMARY

This is the annual audit status report to The City's Audit Committee from the Calgary Convention Centre Authority.

RECOMMENDATION:

1. That the Audit Committee recommends that Council receives this Report for Information.

PREVIOUS COUNCIL DIRECTION / POLICY

A letter dated April 2, 2014 was provided to the Board Chair of the Calgary Convention Centre Authority from the City Audit Committee Chair advising that the City of Calgary Audit Committee would again like to receive a report and presentation from the Calgary Convention Centre Authority (CCCA) Audit & Finance Committee on its 2013 annual report, its risk management processes and the CCCA Audit Committee terms of reference.

The Audit Committee Bylaw states that the Audit Committee is responsible for:

"coordinating its governance responsibility with audit committees of The City's major autonomous civic entities."

Section 4(1)(i)

BACKGROUND

The above noted letter outlined what items should be provided in the annual report as follows:

1. Summary of CCCA's Audit & Risk Committee's charter or terms of reference;
2. Summary of CCCA's Audit & Risk Committee's planned governance activities and/or work plan for 2014, with a focus on risk management activities;
3. Overview of the Audit Committee member's qualifications and experience;
4. Overview of the Risk Management process at CCCA;
5. Overview of the internal control environment at CCCA;
6. Summary of the 2013 CCCA external auditor reports;
7. A commentary regarding CCCA's 2013 Annual Financial Statements and;
8. Any other pertinent information, CCCA would like to provide to the City's Audit Committee.

The Attachments update the information provided in the 2013 Calgary Convention Centre Authority report to the Audit Committee.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

This Report and Attachments responds to The City Audit Committee's reporting requirements of the Calgary Convention Centre Authority.

Stakeholder Engagement, Research and Communication

No implications for this Report.

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Strategic Alignment

No implications for this Report.

Social, Environmental, Economic (External)

No implications for this Report.

Financial Capacity

Current and Future Operating Budget:

Not applicable.

Current and Future Capital Budget:

Not applicable.

Risk Assessment

No implications for this Report.

REASON FOR RECOMMENDATION:

This Report is for Information only.

ATTACHMENTS

1. CCCAs 2013 Audit Governance Status Overview;
2. CCCA's Audit & Finance Committee's Terms of Reference;
3. CCCA's Audit & Finance Committee's planned governance activities and work plan;
4. CCCA's Overview of Audit Committee member's qualifications and experience;
5. CCCA's 2013 Overview of Risk Management Process;
6. The Calgary Convention Centre Authority Financial Statements For the Year Ended December 31, 2013;
7. 2013 Calgary Convention Centre Authority Annual Report; and
8. 2013 Annual Report & Risk Management PowerPoint Presentation.