



MINUTES

AUDIT COMMITTEE

**HELD 2014 FEBRUARY 20 AT 9:30 AM
IN THE ENGINEERING TRADITIONS COMMITTEE ROOM**

PRESENT: Councillor R. Pootmans, Chair
Councillor J. Magliocca, Vice-Chair
Councillor S. Keating
Councillor E. Woolley
Citizen Representative, Mr. B. Day
Citizen Representative, Mr. R. Walters

ALSO PRESENT: Acting Chief Financial Officer B. Koay
City Auditor K. Palmer
Executive Assistant P. Frank
External Auditor T. Nakka
Legislative Assistant C. Smillie

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 2014 February 20 Regular Meeting of the Audit Committee be confirmed, **after amendment**, as follows:

ADD URGENT BUSINESS, IN CAMERA

CHAIR OF AUDIT COMMITTEE – VERBAL REPORT, VR2014-0023

**BRING FORWARD AND TABLE, TO BE DEALT WITH FOLLOWING REPORT
AC2014-0178**

CITY AUDITOR – VERBAL REPORT, AC2014-0163

CARRIED

2. CONFIRMATION OF MINUTES

2.1 MINUTES OF THE REGULAR MEETING OF AUDIT COMMITTEE,
2014 JANUARY 23

CONFIRM MINUTES, Moved by Mr. Day, that the Minutes of the 2014 January 23 Regular Meeting of the Audit Committee be confirmed.

CARRIED

3. NEW BUSINESS

3.1 ANNUAL UPDATE - INFORMATION TECHNOLOGY RISK MANAGEMENT,
AC2014-0161

DISTRIBUTION

At the request of Administration, and with the concurrence of the Chair, the Legislative Assistant distributed copies of a presentation entitled “Annual Update – IT Risk Management, 2014 Feb 20”, with respect to Report AC2014-0161.

APPROVE, Moved by Councillor Woolley, that the Administration Recommendation contained in Report AC2014-0161 be approved, as follows:

That Audit Committee recommends that Council receive this report for information.

CARRIED

3.2 CITY AUDITOR'S OFFICE 2013 ANNUAL REPORT, AC2014-0164

RECOGNITION

Katharine Palmer, City Auditor, recognized and thanked her Audit team for their work. Councillor Pootmans echoed her comments and indicated he was very proud of their achievements.

APPROVE, Moved by Mr. Day, that the Recommendation contained in Report AC2014-0164 be approved, as follows:

1. That the Audit Committee receives this report for information; and
2. That the Audit Committee forwards this report, to be presented by the City Auditor, to Council for information.

CARRIED

3.3 WHISTLE-BLOWER PROGRAM - 2013 ANNUAL REPORT, AC2014-0165

APPROVE, Moved by Councillor Keating, that the Recommendation contained in Report AC2014-0165 be approved, as follows:

1. That the Audit Committee receives and approves this report; and
2. That the Audit Committee recommends that Council receives this report for information.

CARRIED

3.4 AUDIT COMMITTEE 2013 ANNUAL STATUS REPORT, AC2014-0181

APPROVE, Moved by Councillor Keating, that the Administration Recommendation contained in Report AC2014-0181 be approved, as follows:

That Audit Committee receives this Report for Information.

CARRIED

3.5 AUDIT COMMITTEE 4TH QUARTER STATUS REPORT, AC2014-0180

APPROVE, Moved by Councillor Magliocca, that the Administration Recommendation contained in Report AC2014-0180 be approved, as follows:

That Audit Committee receives this Report for information.

CARRIED

3.6 AUDIT COMMITTEE MONTHLY STATUS REPORT, AC2014-0182

APPROVE, Moved by Mr. Day, that the Administration Recommendation contained in Report AC2014-0182 be approved, as follows:

That Audit Committee receives this Report for Information.

CARRIED

3.7 2014 LAW DEPARTMENT LEGAL COMPLIANCE REPORT - DEFERRAL
REQUEST, AC2014-0194

APPROVE, Moved by Mr. Walters, that the Administration Recommendation contained in Report AC2014-0194 be approved, as follows:

That Audit Committee approve Administration's request to defer the Law Department's 2014 report on legal compliance to the Committee's 2014 March 20 meeting, to be considered in conjunction with the Department's annual insurance coverage report.

CARRIED

4. IN CAMERA ITEMS

IN CAMERA, Moved by Councillor Woolley, that, in accordance with Section 197 of the *Municipal Government Act*, and Sections 17(1), 20(1)(m), 24(1), 24(1)(a)(b) &(c) and 27(1) of the *Freedom of Information and Protection of Privacy Act*, Committee now move In Camera at 10:50 a.m., in order to consider several confidential matters.

CARRIED

The Audit Committee moved into public session at 11:54 a.m., with Councillor Pootmans in the Chair.

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

CARRIED

4.1 VIRTUAL SERVER SECURITY AUDIT, AC2014-0162

APPROVE, Moved by Councillor Magliocca, that the Administration Recommendation contained in Report AC2014-0162 be approved, as follows:

1. That the Audit Committee receives this report for information;
2. That the Audit Committee recommends that Council receive this report for information; and
3. Keep this report confidential under Sections 20(1)(m) and 24(1)(c) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

4.2 WHISTLEBLOWER POLICY - VERBAL REPORT, AC2014-0179

APPROVE, Moved by Councillor Keating, that that with respect to Verbal Report AC2014-0179, the following be approved:

That the Audit Committee:

1. Receive the Whistle Blower Policy - Verbal Report for information; and
2. Keep the Verbal Report and In Camera discussions confidential under Sections 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

4.3 EXTERNAL AUDITOR - VERBAL REPORT, AC2014-0177

APPROVE, Moved by Councillor Woolley, that the Administration Recommendation contained in Report AC2014-0177 be approved, as follows:

That the Audit Committee:

1. Receives the External Auditor – Verbal Report for information; and
2. Keeps the Verbal Report and In Camera discussions remain confidential under Sections 24 (1)(a),(b) and (c) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

4.4 CITY AUDITOR - VERBAL REPORT, AC2014-0163

APPROVE, Moved by Mr. Walters, that with respect to Verbal Report AC2014-0163, the following be approved:

That the Audit Committee:

1. Receives the City Auditor – Verbal Report for information; and
2. Keeps the Verbal Report and In Camera discussions remain confidential under Sections 24(1)(a),(b) and (c) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

4.5 CHIEF FINANCIAL OFFICER - VERBAL REPORT, AC2014-0178

APPROVE, Moved by Mr. Day, that with respect to Verbal Report AC2014-0178, the following be approved:

That the Audit Committee:

1. Receive the Chief Financial Officer - Verbal Report for information; and
2. Keep the Verbal Report and In Camera discussions confidential under Section 24(1) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

4.6 CHAIR OF AUDIT COMMITTEE - VERBAL REPORT, VR2014-0023

APPROVE, Moved by Mr. Day, that with respect to Verbal Report VR2014-0023, the following be approved:

That the Audit Committee:

1. Direct Administration to bring a Report on the Whistleblower Report to the 2014 March 20 meeting of Audit Committee; and
2. Keep the Verbal Report and In Camera discussions confidential under Section 17(1) and 24(1)(a) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

5. ADJOURNMENT

ADJOURN, Moved by Councillor Magliocca, that the Audit Committee adjourn at 11:57 a.m.

CARRIED

CONFIRMED BY COMMITTEE ON

CHAIR

LEGISLATIVE ASSISTANT

THE FOLLOWING ITEMS HAVE BEEN FORWARDED TO THE 2014 MARCH 10
COMBINED MEETING OF COUNCIL:

CONSENT:

ANNUAL UPDATE - INFORMATION TECHNOLOGY RISK MANAGEMENT,
AC2014-0161

WHISTLE-BLOWER PROGRAM - 2013 ANNUAL REPORT, AC2014-0165

OTHER

CITY AUDITOR'S OFFICE 2013 ANNUAL REPORT, AC2014-0164

IN CAMERA

VIRTUAL SERVER SECURITY AUDIT, AC2014-0162

The next Regular Meeting of the Audit Committee has been scheduled to be held on
2014 March 20 at 9:30 a.m.