

CALGARY ECONOMIC DEVELOPMENT AUDIT AND FINANCE COMMITTEE ANNUAL REPORT

EXECUTIVE SUMMARY

Annual report to The City's Audit Committee from Calgary Economic Development.

RECOMMENDATIONS:

That the Audit Committee receives this report for Information.

PREVIOUS COUNCIL DIRECTION / POLICY

The City of Calgary's Audit Committee would like to receive a report and presentation from Calgary Economic Development (CED) on its 2016 annual report, its risk management processes and the Audit Committee terms of reference.

BACKGROUND

A letter, dated March 30, 2017 was provided to the Audit and Finance Committee of Calgary Economic Development from the City of Calgary Audit Committee Chair requesting a report and presentation on CED's 2016 Annual Report, risk management processes and the Audit and Finance Committee's term of reference.

The following items were requested to be provided in CED's annual report to the City's Audit Committee:

1. Brief summary on governance structure, succession planning and recruitment process, recent financial highlights and key 2017 initiatives/strategy;
2. Report on the CED's key operating and strategic risk including trends and risk management plans and processes;
3. Analysis of the top three risks that in our opinion would impact the City of Calgary and/or be of concern to the City's Audit Committee;
4. Report on internal controls including information technology and systems; and
5. Most recent financial report including management responses as appropriate

In addition the following questions will also be addressed:

- a) What is the frequency of review and are there any recent changes to the Audit Committee Charter or Terms of Reference?
- b) What is the current composition of the Audit Committee and what is their relevant financial experience?
- c) Have there been any significant changes to organizational leadership?
- d) Are there any regulatory or market changes that may impact the current business approach and would be relevant to share publicly with the Audit Committee?
- e) Are there any results of any regulatory or internal/external business assessments that provide assurance on the effective management of risks as addressed in your presentation?

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INVESTIGATION: ALTERNATIVES AND ANALYSIS

This report responds to The City of Calgary Audit Committee's reporting requirements of the CED Board and is intended to be an ongoing dialogue between The City of Calgary and the CED Board. It is anticipated the annual report from the CED Board will continue to evolve over time to meet The City of Calgary Audit Committee's information requirements in discharging its governance responsibilities.

Stakeholder Engagement, Research and Communication

No implications for this report.

Strategic Alignment

No implications for this report.

Social, Environmental, Economic (External)

No implications for this report.

Financial Capacity

Current and Future Operating Budget:

There are no budget implications for this report.

Current and Future Capital Budget:

There are no budget implications for this report.

Risk Assessment

CED reviews risks on an ongoing basis. Risk reporting is one of the main topics in the report.

REASON FOR RECOMMENDATION:

This Report is for information only.

ATTACHMENT(S)

1. Calgary Economic Development – Audit Governance Report
2. MNP Report to the CED Audit Committee for the year ended December 31, 2016
3. Calgary Economic Development Financial Statements for the Year Ended December 31, 2016
4. MNP Report to the CFCL Audit Committee for the year ended December 31, 2016
5. Calgary Film Centre Ltd. Financial Statements for the Year Ended December 31, 2016
6. Audit Committee Terms of Reference
7. Calgary Economic Development PowerPoint Presentation to Audit Committee