



Audit Committee Meeting

Minutes

Date: November 29, 2017
Time: 3:30 pm
Location: Council Chambers Level 2, City Hall

Members Present: Paul Sharman (Chair), Peter Maher (Vice Chair), John Taylor, Jack Dennison, Brian Goard, Mayor Rick Goldring, Maceij Jurczyk, David Tait
James Ridge, Joan Ford, Sheila Jones, Christine Swenor, David Thompson (Audio/Video Specialist), Lisa Palermo (Clerk)

1. Declarations of Interest:

None.

2. Election of Chair:

On motion, Councillor Paul Sharman was elected as Chair of the Audit Committee effective immediately, for the term to expire November 30, 2018.

3. Delegation(s):

- 3.1 Trevor Ferguson and Lilian Cheung, Deloitte LLP appeared to provide an overview of the 2017 audit service plan. Trevor and Lilian discussed topics such as objectives, risk areas and audit approach.

4. Consent Items:

- 4.1 Report providing summary of outstanding audit issues (CA-15-17)

Moved by: Councillor Dennison

Receive and file city auditor's office report CA-15-17 providing a summary of high and medium risk outstanding audit issues as of October 31, 2017 as detailed in Appendix A.

CARRIED

- 4.2 Follow up to 2016 external audit results regarding SAP (corporate financial system) (IT-02-17)

Moved by: Councillor Dennison

Receive and file information technology services report IT-02-17 providing follow up information to the 2016 external audit results presented at the May 31, 2017 Audit Committee meeting regarding SAP.

CARRIED

5. Regular Items:

- 5.1 Report providing audit work plan, budget and performance metrics (CA-16-17)

Moved by: Councillor Taylor

Receive and file city auditor's office report CA-16-17 providing the status of the audit work plan, budget and performance metrics as of October 31, 2017, **noting that Deloitte LLP is being engaged to perform the non-audit work involved in the parking by-law enforcement value-for-money-audit, in conjunction with the City Auditor.**

CARRIED

- 5.2 Financial highlights for period ended September 30, 2017 (F-51-17)

Moved by: Peter Maher

Receive and file finance department report F-51-17 providing financial highlights for the period ending September 30, 2017.

CARRIED

- 5.3 Financial policies (F-53-17)

Moved by: Peter Maher

Receive and file finance department report F-53-17 providing information on financial policies.

CARRIED

- 5.4 External audit service plan for the year ended December 31, 2017 (F-52-17)

Moved by: Mayor Goldring

Approve the external audit plan for the fiscal year ended December 31, 2017 as presented by Deloitte LLP outlined in finance department report F-52-17.

CARRIED

- 5.5 Summary of audit results - winter maintenance roads and sidewalks (CA-13-17)

Moved by: Mayor Goldring

Receive and file city auditor's office report CA-13-17 providing a summary of audit results - winter maintenance roads and sidewalks as detailed in Appendix A.

CARRIED

- 5.6 Summary of audit results - investments (CA-10-17)

Moved by: Councillor Taylor

Receive and file city auditor's report CA-10-17 providing a summary of audit results – investments.

CARRIED

- 5.7 Direction regarding fraud management controls (SD-11-17)

Moved by: David Tait

Direct the City Manager to report back to the Audit Committee in Q2 2018 regarding management controls for fraud detection and reporting.

CARRIED

6. Confidential Items:

None.

7. Procedural Motions:

- 7.1 Motion to proceed into closed session

Moved by: Maceij Jurczyk

Move into closed session in accordance with the following provision under the Municipal Act, section 239 (a) the security of the property of the municipality or local board, with respect to finance department report F-52-17 regarding the external audit service plan for the year ended December 31, 2017 - specifically as it relates to the risk of fraud.

CARRIED

7.2 Motion to suspend the rules of procedure

Moved by: David Tait

Suspend the rules of procedure to waive the requirements of notice to allow discussion regarding city manager's office correspondence providing the action plan for management control framework, in accordance with procedure by-law 64-2016, s. 31.

CARRIED

8. Information Items:

Moved by: Maceij Jurczyk

Receive and file the following two items, having been given due consideration by the Audit Committee.

CARRIED

8.1 Correspondence from city auditor's office regarding use of external consultants (A-2-17)

8.2 Correspondence from city manager's office regarding management control framework (A-3-17)

9. Staff Remarks:

10. Committee Remarks:

11. Adjournment:

Chair adjourned the meeting at 5:20 p.m.