



Audit Committee Meeting

Minutes

Date: June 5, 2019
Time: 3:30 pm
Location: Council Chambers Level 2, City Hall

Members Present: Paul Sharman (Chair), Angelo Bentivegna, Lisa Kearns (Vice Chair), Phillip Chisulo, Aaron Mendaglio, Mathew Moore, Etienne Durafour

Member Regrets: Mayor Marianne Meed Ward

Staff Present: Tim Commisso, Joan Ford, Sheila Jones, David Lazenby, Michelle Moore, Sandy O'Reilly, Nancy Shea-Nicol, Mary Lou Tanner, David Thompson (Audio/Video Specialist), Suzanne Gillies (Clerk)

1. Declarations of Interest:

None.

2. Delegation(s):

Trevor Ferguson, Deloitte LLP provided information regarding external audit results for 2018 (F-24-19)

3. Consent Items:

3.1 Summary of in progress management action plans (CA-06-19)

Moved by: Mathew Moore

Receive and file city auditor's office report CA-06-19 providing a summary of the management action plans in progress to address high- and medium-risk issues as detailed in Appendix A.

CARRIED

3.2 Summary of 2018 audit results (CA-08-19)

Moved by: Mathew Moore

Receive and file city auditor's office report CA-08-19 providing summary of 2018 audit results.

CARRIED

3.3 Financial highlights for the period ended March 31, 2019 (F-25-19)

Moved by: Mathew Moore

Receive and file finance department report F-25-19 providing financial highlights for the period ended March 31, 2019.

CARRIED

4. Regular Items:

4.1 External audit results for the City of Burlington for 2018 (F-24-19)

Moved by: Councillor Bentivegna

Receive and file finance department report F-24-19 presenting information on the external audit results for 2018.

CARRIED

4.2 The City of Burlington 2018 consolidated financial statements as audited by Deloitte LLP (F-15-19)

Moved by: Councillor Bentivegna

Approve the 2018 consolidated financial statements for the City of Burlington and the local boards, as audited by Deloitte LLP; and

Approve the 2018 financial statements for the Trust Funds of the City of Burlington as audited by Deloitte LLP; and

Authorize the Director of Finance to publish the statements on the City's website.

CARRIED

4.3 Status of audit work plan, budget and performance metrics (CA-05-19)

Moved by: Aaron Mendaglio

Approve the amended 2019 audit work plan adding Customer Relationship Management (CRM) Phase 1 implementation and operations

and deferring transit – vehicle and equipment maintenance as attached in Appendix B of the city auditor’s office report; and

Receive and file city auditor’s office report CA-05-19 providing the status of the 2018 audit work plan (Appendix A), status of the 2019 audit work plan (Appendix C), update of internal audit service reflection & assessment results (Appendix D), budget, and performance metrics (Appendix E) as of April 30, 2019.

CARRIED

4.4 Summary of audit results - fire emergency communications (CA-07-19)

Moved by: Councillor Kearns

Receive and file city auditor’s office report CA-07-19 providing summary of audit results – fire emergency communications audit in Appendix A.

CARRIED

4.5 Updated inherent risk assessment methodology (CA-09-19)

Moved by: Mathew Moore

Approve the proposed amendments to the inherent risk assessment methodology as outlined in Appendix B of city auditor’s office report CA-09-19.

CARRIED

5. Confidential Items:

6. Procedural Motions:

6.1 Motion to proceed into closed session

Moved by: Councillor Bentivegna

Move into closed session in accordance with the following provisions under the Municipal Act, sections 239 (a) the security of the property of the municipality or local board, with respect to finance department report F-24-19 regarding the risk of fraud.

CARRIED

6.2 Motion to waive notice

Moved by: Etienne Durafour

Suspend the rules of procedure to waive the requirements of notice to allow discussion regarding a confidential verbal update in accordance with procedure by-law 64-2016, s. 31.

CARRIED

6.3 Motion to proceed into closed session

Move into closed session in accordance with the following provisions under the Municipal Act, sections 239 (e) litigation or potential litigation affecting the municipality or local board, including matters before administrative tribunals, with respect to a verbal update regarding potential litigation.

7. Information Items:

Moved by: Etienne Durafour

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

7.1 External auditor's presentation for audit results 2018 (F-24-19)

7.2 Staff presentation City of Burlington 2018 consolidated financial statements (F-15-19)

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

4:01 p.m. (closed), 4:08 p.m. (public)

4:33 p.m. (closed), 5:01 p.m. (public)

Chair adjourned the meeting at 5:03 p.m.

