



## **Audit Committee Meeting**

### **Minutes**

Date: February 12, 2020  
Time: 3:30 pm  
Location: Council Chambers Level 2, City Hall

Members Present: Paul Sharman (Chair), Lisa Kearns (Vice Chair), Phillip Chisulo, Aaron Mendaglio, Angelo Bentivegna, Mayor Marianne Meed Ward

Member Regrets: Etienne Durafour, Mathew Moore

Staff Present: Tim Commisso, Joan Ford, Sheila Jones, Angela Morgan, Christine Swenor, Vito Tolone, Leah Bisutti, Sandy O'Reilly, David Thompson (Audio/Video Specialist), Georgie Gartside (Clerk)

**1. Declarations of Interest:**

None.

**2. Delegation(s):**

None.

**3. Consent Items:**

3.1 Summary of in-progress management action plans (CA-02-20)

Moved by: Aaron Mendaglio

Receive and file city auditor's office report CA-02-20 providing a summary of the management action plans in progress to address high-, medium-, and low-risk issues as detailed in Appendix A.

**CARRIED**

- 3.2 Status of 2019 - 2020 audit work plan, budget and performance metrics (CA-03-20)

Moved by: Aaron Mendaglio

Receive and file city auditor's office report CA-03-20 providing the status of the 2019 audit work plan as of January 24, 2020 (Appendix A), performance metrics as of January 24, 2020 (Appendix B), and budget as of December 31, 2019.

**CARRIED**

**4. Regular Items:**

- 4.1 External audit service plan for 2019 (F-04-20)

Moved by: Councillor Bentivegna

Approve the external audit service plan for the fiscal year ended December 31, 2019 as presented by Deloitte LLP outlined in finance department report F-04-20.

**CARRIED**

- 4.2 Summary of audit results - CRM implementation & on-going operations (CA-01-20)

Moved by: Mayor Meed Ward

Receive and file city auditor's office report CA-01-20 providing a summary of audit results – CRM implementation and ongoing operations audit in Appendix A.

**CARRIED**

- 4.3 Summary of audit results - accounts payable and purchase card program (CA-04-20)

Moved by: Mayor Meed Ward

Receive and file city auditor's office report CA-04-20 providing a summary of audit results – accounts payable and purchase card audit in Appendix A.

**CARRIED**

4.4 Enterprise risk management – 2019 risk register (CM-06-20)

Moved by: Mayor Meed Ward

Receive and file city manager's office report CM-6-20 providing an update on the city's enterprise risk management register for 2019.

**CARRIED**

4.5 Internal audit resourcing (CM-07-20)

Moved by: Mayor Meed Ward

Direct the City Manager to initiate recruitment of an internal auditor as an in-house resource with functional reporting to the Audit Committee and administrative reporting to the City Manager as outlined in Option 1 of CM-07-20.

**CARRIED**

**5. Confidential Items:**

None.

**6. Procedural Motions:**

6.1 Motion to proceed into closed session

Moved by: Aaron Mendaglio

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-04-20 regarding the external audit service plan for 2019, specifically as it relates to the risk of fraud.

**CARRIED**

**7. Information Items:**

Moved by: Councillor Bentivegna

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

**CARRIED**

7.1 Presentation regarding external audit service plan for 2019 (F-04-20)

**8. Staff Remarks:**

**9. Committee Remarks:**

**10. Adjournment:**

3:52 p.m. (closed), 4:04 p.m. (public)

Mayor Meed Ward was in attendance from 4:08 p.m.

Councillor Kearns was in attendance until 5:43 p.m.

Chair adjourned the meeting at 5:47 p.m.