



## **Audit Committee Meeting**

### **Minutes**

Date: June 9, 2021

Time: 3:30 pm

Location: Council Chambers - members participating remotely

Members Present: Paul Sharman (Chair), Lisa Kearns (Vice Chair), Phillip Chisulo, Etienne Durafour, Mathew Moore, Angelo Bentivegna, Mayor Marianne Meed Ward

Member Regrets: Aaron Mendaglio

Staff Present: Tim Commisso, Kevin Arjoon, Joan Ford, Sheila Jones, Michelle Moore, Christine Swenor, David Thompson (Audio/Video Specialist), Suzanne Gillies (Clerk)

#### **1. Declarations of Interest:**

None.

#### **2. Delegation(s):**

None.

#### **3. Consent Items:**

3.1 Financial highlights for the period ended March 31, 2021 (F-21-21)

Moved by: Councillor Bentivegna

Receive and file finance department report F-21-21 providing financial highlights as at March 31, 2021.

**CARRIED**

#### **4. Regular Items:**

4.1 External Audit Results for the external audit for 2020 (F-22-21)

Moved by: Mathew Moore

Receive and file finance department report F-22-21 presenting information on the external audit results for 2020.

**CARRIED**

- 4.2 Report recommending approval of the 2020 consolidated financial statements as audited by Deloitte LLP (F-19-21)

Moved by: Phillip Chisulo

Approve the 2020 consolidated financial statements for the City of Burlington and the local boards, as audited by Deloitte LLP;

Approve the 2020 financial statements for the trust funds of the City of Burlington as audited by Deloitte LLP; and

Authorize the Chief Financial Officer to publish the statements on the City's website.

**CARRIED**

- 4.3 Audit Committee subcommittee to review Terms of Reference (CL-19-21)

Moved by: Councillor Kearns

Approve the creation of an Audit Committee subcommittee to review its terms of reference as outlined in the terms of reference document "Audit Committee Terms of Reference Subcommittee" as attached as appendix B to Office of the City Clerk report CL-19-21; and

Appoint the following Audit Committee members to the Audit Committee Terms of Reference Subcommittee:

- Councillor Paul Sharman, Mathew Moore and Etienne Durafour

Appoint a Subcommittee Chair at the first meeting of the subcommittee from the selected members.

**CARRIED**

- 4.4 Election of Chair and Vice-Chair

On motion, Councillor Lisa Kearns and Mathew Moore were elected Chair and Vice Chair respectively of the Audit Committee, effective June 9, 2021 for the term to expire November 14, 2022.

**5. Confidential Items:**

5.1 Confidential Information security verbal update

**6. Procedural Motions:**

Moved by: Mathew Moore

Move into closed session in accordance with the following provisions under the Municipal Act, sections 239 (2)(a) the security of the property of the municipality or local board, with respect to information technology services department verbal update and presentation regarding information security.

**CARRIED**

**7. Information Items:**

Moved by: Mayor Meed Ward

Receive and file the following 3 items, having been given due consideration by the Audit Committee.

**CARRIED**

7.1 Presentation from Trevor Ferguson and Erica Vervoort, Deloitte LPP regarding external audit results for the external audit for 2020 (F-22-21)

7.2 Staff presentation regarding report recommending approval of the 2020 consolidated financial statements as audited by Deloitte LPP (F-19-21)

7.3 CONFIDENTIAL staff presentation regarding information security update (A-01-21)

**8. Staff Remarks:**

**9. Committee Remarks:**

**10. Adjournment:**

3:38 p.m. (closed), 4:25 p.m. (public)

Chair adjourned the meeting at 5:16 p.m.