



## **Audit Committee Meeting**

### **Minutes**

Date: June 12, 2024  
Time: 3:30 pm  
Location: Hybrid meeting- virtual and Council Chambers, City Hall

Members Present: Lisa Kearns (Chair), Michael Di Iulio, Kartik Gupta, Mathew Moore, Etienne Durafour

Member Regrets: Paul Sharman, Mayor Marianne Meed Ward

Staff Present: Maciej Jurczyk, Chad MacDonald, Lori Jivan, Michelle Moore, David Thompson (Audio/Visual Specialist), Richard Bellemare (Audio/Video Specialist), Suzanne Gillies (Clerk)

**1. Declarations of Interest:**

None

**2. Delegation(s):**

None

**3. Consent Items:**

**3.1 Status of Management Action Plans (CA-08-24)**

Moved by: Kartik Gupta

Receive city auditor's office report CA-08-24 providing a summary of the Management Action Plans in progress.

**CARRIED**

**3.2 Quarterly dashboard for office of the city auditor (CA-09-24)**

Moved by: Kartik Gupta

Receive office of the city auditor's report CA-09-24 providing a quarterly dashboard of City Auditor Key Performance Indicators (KPI's) attached as Appendix A.

**CARRIED**

**4. Regular Items:**

- 4.1 Approval of the 2023 consolidated financial statements as audited by Deloitte LLP. (F-20-24)

Moved by: Mathew Moore

Approve the 2023 consolidated financial statements for the City of Burlington as audited by Deloitte LLP attached to finance department report F-20-24 as Appendix A; and

Approve the 2023 financial statements for the trust funds of the City of Burlington as audited by Deloitte LLP attached to finance department report F-20-24 as Appendix B; and

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

**CARRIED**

- 4.2 Audit Committee terms of reference - update (CL-13-24)

Moved by: Mathew Moore

Rescind the Audit Committee terms of reference approved in December 2021 found in office of the city clerk's report CL-35-21; and

Approve the revised Audit Committee terms of reference attached to office of the city clerk's report CL-13-24, as Appendix B.

**CARRIED**

- 4.3 Anti-Fraud Information & Education Program - update (CA-10-24)

Moved by: Etienne Durafour

Receive office of the city auditor's report CA-10-24 regarding an update of the Anti-Fraud Information & Education Program.

**CARRIED**

4.4 Internal Audit Charter - update (CA-11-24)

Moved by: Kartik Gupta

Approve the updated Internal Audit Charter attached as Appendix B of city auditor's office report CA-11-24.

**CARRIED**

**5. Confidential Items and Closed Session:**

5.1 Confidential Appendix B regarding status of management action plans (CA-08-24)

**6. Rise and Report from Closed Session**

**7. Procedural Motions:**

None

**8. Information Items:**

Moved by: Etienne Durafour

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

**CARRIED**

8.1 External Auditor's presentation regarding approval of the 2023 consolidated financial statements as audited by Deloitte LLP. (F-20-24)

**9. Staff Remarks:**

**10. Committee Remarks:**

**11. Adjournment:**

Chair adjourned the meeting at 4:02 p.m.