



## **Audit Committee Meeting**

### **Minutes**

Date: December 4, 2024  
Time: 3:30 pm  
Location: Hybrid meeting- virtual and Council Chambers, City Hall

Members Present: Councillor Lisa Kearns, Michael Di Iulio, Kartik Gupta, Mathew Moore

Member Regrets: Etienne Durafour, Councillor Paul Sharman, Mayor Marianne Meed Ward

Staff Present: Hassaan Basit, Maciej Jurczyk, Leah Bortolotti, Mark Vytvytsky, Craig Millar, 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-16-24)

Moved by: Mathew Moore

Receive for information city auditor's office report CA-16-24 providing a summary of the Management Action Plans in progress.

**CARRIED**

3.2 Quarterly dashboard for office of the city auditor (CA-17-24)

Moved by: Mathew Moore

Receive for information office of the city auditor's report CA-17-24 providing a quarterly dashboard of City Auditor Key Performance Indicators (KPI's) attached as Appendix A.

**CARRIED**

3.3 Evaluation of Audit Committee effectiveness (CA-18-24)

Moved by: Mathew Moore

Receive for information office of the city auditor's report CA-18-24 regarding a summary of the results of the Audit Committee's effectiveness evaluation.

**CARRIED**

3.4 Anti-Fraud Information & Education Program - update (CA-19-24)

Moved by: Mathew Moore

Receive for information office of the city auditor's report CA-19-24 regarding an update of the Anti-Fraud Information & Education Program.

**CARRIED**

3.5 Financial highlights for the period ended September 30, 2024 (F-14-24)

Moved by: Mathew Moore

Receive for information finance department report F-14-24 providing financial highlights as at September 30, 2024.

**CARRIED**

**4. Regular Items:**

4.1 External audit plan for the fiscal year ended December 31, 2024 (F-21-24)

Moved by: Michael Di Iulio

Approve the external audit plan for the fiscal year ended December 31, 2024, attached as appendix A to finance department report F-21-24 and as presented by Deloitte LLP at the Audit Committee meeting of December 4, 2024.

**CARRIED**

4.2 2025 Annual Audit Plan for office of the city auditor (CA-20-24)

Moved by: Mathew Moore

Refer Item 4.2 Annual Audit Plan for the office of the city auditor CA-20-24 back to the City Auditor and report back at the March 6, 2025 Audit Committee meeting and include an audit in the development and growth management department in the 2025 audit plan.

**CARRIED**

4.3 Risk management update (CS-08-24)

Moved by: Mathew Moore

Endorse corporate strategy report CS-08-24 providing a risk management update.

**CARRIED**

4.4 City Auditor performance evaluation 2024 (CM-11-24)

Moved by: Mathew Moore

Direct the Audit Committee Chair and the Head of Corporate Affairs to deliver the Audit Committee's final performance rating and feedback from committee discussions to the City Auditor, ensuring the information is submitted to human resources for inclusion in the merit program where applicable contained in corporate affairs department report CM-11-24.

**CARRIED**

4.5 Election of Chair and Vice Chair effective March 6, 2025 for the term to expire November 14, 2026

Moved by: Mathew Moore

Defer Item 4.5 Election of Chair and Vice Chair to the March 6, 2025 Audit Committee meeting.

**CARRIED**

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

Moved by: Mathew Moore

Proceed into closed session on December 4, 2024 at 4:14 p.m. in accordance with the following provision under the Municipal Act:

Pursuant to Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees regarding City Auditor performance evaluation (CM-11-24 Appendix A).

**CARRIED**

5.1 Confidential Appendix B regarding status of management action plans (CA-16-24)

5.2 Confidential Appendix A regarding City Auditor performance evaluation (2024) (CM-11-24)

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

Committee reconvened into public session on December 4, 2024 at 4:27 p.m.

**7. Information Items:**

Moved by: Michael Di Iulio

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

**CARRIED**

7.1 Staff presentation regarding risk management update (CS-08-24)

**8. Staff Remarks:**

**9. Committee Remarks:**

**10. Adjournment:**

4:14 p.m. (closed), 4:27 p.m. (public)

Chair adjourned the meeting at 4:30 p.m.