



Audit Committee Meeting
Agenda

Date: December 8, 2021
Time: 3:30 p.m.
Location: Council Chambers - members participating remotely

1. Declarations of Interest:

2. Delegation(s):

Due to COVID-19 this meeting will be conducted as a virtual meeting. Only the chair of the meeting, along with a clerk and audio/visual technician, will be in council chambers, with all other staff, members of council and delegations participating in the meeting by calling in remotely. The meeting will be live webcasted, as usual, and archived on the city website.

Requests to delegate to this virtual meeting can be made by completing the online delegation registration form at www.burlington.ca/delegate or by submitting a written request by email to the Office of the City Clerk at clerks@burlington.ca by noon the day before the meeting is to be held. It is recommended that delegates include their intended remarks, which will be circulated to all members of the standing committee in advance, as a backup to any disruptions in technology issues that may occur.

If you do not wish to delegate, but would like to submit feedback, please email your comments to clerks@burlington.ca. Your comments will be circulated to committee members in advance of the meeting and will be attached to the minutes, forming part of the public record.

3. Consent Items:

Reports of a routine nature, which are not expected to require discussion and/or debate. Staff may not be in attendance to respond to queries on items contained in the Consent Agenda.

3.1. Financial highlights for the period ended September 30, 2021 (F-39-21)

Receive and file finance department report F-39-21 providing financial highlights as at September 30, 2021.

4. Regular Items:

4.1. External audit plan for the fiscal year ended December 31, 2021 (F-40-21)

Approve the external audit plan for the fiscal year ended December 31, 2021 as presented by Deloitte LLP at the Audit Committee meeting of December 8, 2021.

4.2. Summary of in-progress Management Action Plans (CA-02-21)

Receive and file city auditor's office report CA-02-21 providing a summary of the Management Action Plans in progress as detailed in appendix A.

4.3. Office of the City Auditor - Workplan update (CA-04-21)

Receive and file city auditor's office report CA-04-21 providing an update to the workplan for the office of the city auditor.

4.4. Audit Committee Terms of Reference update (CL-35-21)

Rescind the Audit Committee Terms of Reference attached as appendix A to office of the city clerk report CL-35-21; and

Approve the revised Audit Committee Terms of Reference attached to office of the city clerk report CL-35-21 as appendix B; and

Direct the City Clerk to amend the Procedure By-law (31-2021) to include the revised Audit Committee Terms of Reference as a schedule.

4.5. Internal Audit Charter update (CA-03-21)

Approve the updated Internal Audit Charter attached as appendix B of city auditor's office report CA-03-21.

5. Confidential Items:

Confidential reports may require a closed meeting in accordance with the Municipal Act, 2001. Meeting attendees may be required to leave during the discussion.

6. Procedural Motions:

7. Information Items:

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment: