



## Audit Committee Meeting

### Minutes

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

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

Member Regrets: Phillip Chisulo

Staff Present: Tim Commisso, Joan Ford, Sheila Jones, Michelle Moore, Angela Morgan, Karen Roche, Maciej Jurczyk, Richard Bellemare (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 September 30, 2021 (F-39-21)

Moved by: Councillor Sharman

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

**CARRIED**

**4. Regular Items:**

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

Moved by: Councillor Sharman

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.

**CARRIED**

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

Moved by: Mayor Meed Ward

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.

**CARRIED**

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

Moved by: Etienne Durafour

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

**CARRIED**

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

Moved by: Councillor Bentivegna

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.

**CARRIED**

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

Moved by: Councillor Sharman

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

**CARRIED**

**5. Confidential Items:**

None.

**6. Procedural Motions:**

None.

**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 from Deloitte regarding external audit plan for the fiscal year ended December 31, 2021 (F-40-21)

**8. Staff Remarks:**

**9. Committee Remarks:**

**10. Adjournment:**

Chair adjourned the meeting at 4:26 p.m.