



AUDIT COMMITTEE MINUTES

August 30, 2018 – Council Chamber

PRESENT

D. Iveson, A. Knack, T. Cartmell, O. Edmondson

ABSENT

B. Esslinger, M. Nickel, M. Persson

ALSO IN ATTENDANCE

M. Banga, B. Henderson, M. Walters
L. Cochrane, City Manager
I. MacLean, Office of the City Clerk
R. Yusuf, Office of the City Clerk

TABLE OF CONTENTS

ITEM		PAGE	DECISION
1.	CALL TO ORDER AND RELATED BUSINESS	2	
1.1	Call to Order	2	
1.2	Adoption of Agenda	2	See minutes
1.3	Adoption of Minutes	2	See minutes
1.4	Protocol Items	3	None
2.	ITEMS FOR DISCUSSION AND RELATED BUSINESS	3	
2.1	Select Items for Debate	3	See minutes
2.2	Requests to Speak	3	See minutes
2.3	Requests for Specific Time on Agenda	3	None
3.	COUNCILLOR INQUIRIES	4	None
4.	REPORTS TO BE DEALT WITH AT A FUTURE MEETING	4	None
5.	STATUS REPORT	4	None
6.	REPORTS	4	
6.1	KPMG LLP - 2017 External Audit Management Letter	4	Carried
6.2	Internal Controls on Reserve Spending	4	Referred
6.3	Office of the City Auditor Recommendation		
	Follow-up Dashboard Report - As at August 17, 2018	5	Carried
6.4	Administrative Update on Auditor Dashboard	5	Carried
6.5	Community Projects in Neighbourhood Parks Process		

	Audit	5	Carried
6.6	Administration Response - Community Projects in Neighbourhood Parks Process Audit	6	Action
6.7	Investigation - Current Planning Future State (eServices) Project 2010 - 2015	6	Carried
6.8	Administration Response - Investigation - Current Planning Future State (eServices) Project 2010 -2015	7	Carried
7.	RESPONSES TO COUNCILLOR INQUIRIES	7	None
8.	PRIVATE REPORTS	7	
8.1	External Auditors - Annual Performance and Non-Audit Services	7	Carried
8.2	External Auditor - Non-audit Services Request	8	
9.	NOTICES OF MOTION AND MOTIONS WITHOUT CUSTOMARY NOTICE	9	None
10.	ADJOURNMENT	9	

DECISION SUMMARY

ITEM	DECISION
1. CALL TO ORDER AND RELATED BUSINESS	
1.1 Call to Order	

Mayor D. Iveson called the meeting to order at 9:31 a.m.

1.2 Adoption of Agenda

Moved T. Cartmell:

That the August 30, 2018, Audit Committee meeting agenda be adopted with the following change:

Addition:

8.2 - External Auditor - Non-audit Services Request

Sections 16 and 25 of the *Freedom of Information and Protection of Privacy Act*

In Favour:

D. Iveson, A. Knack, T. Cartmell, O. Edmondson

Carried

Absent:

B. Esslinger, M. Nickel, M. Persson

1.3 Adoption of Minutes

Moved A. Knack:

1. That the following Audit Committee meeting minutes be adopted:
 - June 22, 2018, Audit Committee
2. That the July 9, 2018, Audit Committee meeting minutes be adopted with the following change:
 - That Councillor M. Nickel be reflected as absent on page 1 of 4 under absent.

In Favour:

Carried

D. Iveson, A. Knack, T. Cartmell, O. Edmondson

Absent:

B. Esslinger, M. Nickel, M. Persson

1.4 Protocol Items

There were no protocol items.

2. ITEMS FOR DISCUSSION AND RELATED BUSINESS

2.1 Select Items for Debate

The following items were selected for debate: 6.2, 6.5, 6.6, 6.7, 6.8 and 8.2.

2.2 Requests to Speak

Moved T. Cartmell:

That Audit Committee hear from the following speaker:

**6.5 Community Projects in Neighbourhood Parks
Process Audit**

- L. Kraus, Grandview Heights Community League

In Favour:

Carried

D. Iveson, A. Knack, T. Cartmell, O. Edmondson

Absent:

B. Esslinger, M. Nickel, M. Persson

2.3 Requests for Specific Time on Agenda

There were no requests for any items to be dealt with at a specific time.

3. COUNCILLOR INQUIRIES

There were no Councillor Inquiries.

4. REPORTS TO BE DEALT WITH AT A FUTURE MEETING - NONE

5. STATUS REPORT - NONE

6. REPORTS

6.1 KPMG LLP - 2017 External Audit Management Letter

Moved T. Cartmell:

That the August 30, 2018, KPMG LLP report CR_6048, be received for information.	KPMG
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In Favour:

Carried

D. Iveson, A. Knack, T. Cartmell, O. Edmondson

Absent:

B. Esslinger, M. Nickel, M. Persson

6.2 Internal Controls on Reserve Spending

L. Cochrane, City Manager; and S. Padbury, Acting Deputy City Manager, Financial and Corporate Services, answered the Committee's questions.

Moved D. Iveson:

That the August 30, 2018, Financial and Corporate Services report CR_5904, be referred to the September 18, 2018, City Council meeting	Financial and Corporate Svcs. Due Date: Sept.18, 2018 City Council
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In Favour:

Carried

D. Iveson, A. Knack, T. Cartmell, O. Edmondson

Absent:

B. Esslinger, M. Nickel, M. Persson

6.3 Office of the City Auditor Recommendation Follow-up Dashboard Report - As at August 17, 2018

Moved T. Cartmell:

That the August 30, 2018, Office of the City Auditor report CR_6314, be received for information.	Office of the City Auditor
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In Favour:

D. Iveson, A. Knack, T. Cartmell, O. Edmondson

Carried**Absent:**

B. Esslinger, M. Nickel, M. Persson

6.4 Administrative Update on Auditor Dashboard**Moved T. Cartmell:**

That the August 30, 2018, Office of the City Manager report CR_ 6318, be received for information.

Office of the City Manager

In Favour:

D. Iveson, A. Knack, T. Cartmell, O. Edmondson

Carried**Absent:**

B. Esslinger, M. Nickel, M. Persson

6.5 Community Projects in Neighbourhood Parks Process Audit

Items 6.5 and 6.6 were dealt with together.

D. Wiun, City Auditor; and L. Cochrane, City Manager, made presentations.

L. Kraus, Grandview Heights Community League, made a presentation and answered the Committee's questions.

D. Wiun, City Auditor; L. Cochrane, City Manager; and A. Laughlin, Deputy City Manager, Integrated Infrastructure Services, answered the Committee's questions.

Moved A. Knack:

That the August 30, 2018, Office of the City Auditor report CR_6313, be received for information.

Office of the City Auditor

In Favour:

D. Iveson, A. Knack, T. Cartmell, O. Edmondson

Carried**Absent:**

B. Esslinger, M. Nickel, M. Persson

6.6 Administration Response - Community Projects in Neighbourhood Parks Process Audit

Items 6.5 and 6.6 were dealt with together.

Moved A. Knack:

That the August 30, 2018, Integrated Infrastructure Services report CR_6315, be received for information.	Integrated Infrastructure Svcs.
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In Favour:

Carried

D. Iveson, A. Knack, T. Cartmell, O. Edmondson

Absent:

B. Esslinger, M. Nickel, M. Persson

Moved A. Knack:

That Audit Committee recommend to City Council.

That Administration provide a report updating the progress and recommendations arising from the Community projects working Group.

In Favour:

Carried

D. Iveson, A. Knack, T. Cartmell, O. Edmondson

Absent:

B. Esslinger, M. Nickel, M. Persson

6.7

Investigation - Current Planning Future State (eServices) Project 2010 - 2015

Items 6.7 and 6.8 were dealt with together.

D. Wiun, City Auditor; and L. Cochrane, City Manager, made presentations and answered the Committee's questions. T. Burge, Deputy City Manager, Financial and Corporate Services; and S. McCabe, Urban Form and Corporate Strategic Development, answered the Committee's questions.

Moved T. Cartmell:

That the August 30, 2018, Office of the City Auditor report CR_6312, be received for information.	Office of the City Auditor
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In Favour:

Carried

D. Iveson, A. Knack, T. Cartmell, O. Edmondson

Absent:

B. Esslinger, M. Nickel, M. Persson

6.8

Administration Response - Investigation - Current Planning Future State (eServices) Project 2010 -2015

Items 6.7 and 6.8 were dealt with together.

Moved T. Cartmell:

That the August 30, 2018, Financial and Corporate Services report CR_6317, be received for information.	Financial and Corporate Svcs.
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In Favour:

Carried

D. Iveson, A. Knack, T. Cartmell, O. Edmondson

Absent:

B. Esslinger, M. Nickel, M. Persson

7. RESPONSES TO COUNCILLOR INQUIRIES - NONE

8. PRIVATE REPORTS

8.1 External Auditors - Annual Performance and Non-Audit Services

Moved T. Cartmell:

1. That the August 30, 2018, Financial and Corporate Services report CR_6049, be received for information.	Financial and Corporate Svcs.
2. That the August 30, 2018, Financial and Corporate Services report CR_6049 remain private pursuant to sections 16 (disclosure harmful to business interests of a third party) and 24 (advice from officials) of the <i>Freedom of Information and Protection of Privacy Act</i> .	

In Favour:

Carried

D. Iveson, A. Knack, T. Cartmell, O. Edmondson

Absent:

B. Esslinger, M. Nickel, M. Persson

8.2 External Auditor - Non-audit Services Request

Moved A. Knack:

That Audit Committee meet in private pursuant to sections 16, 24 and 25 of the *Freedom of Information and Protection of Privacy Act* for the discussion of items 8.1 and 8.2.

In Favour:

Carried

D. Iveson, A. Knack, T. Cartmell, O. Edmondson

Absent:

B. Esslinger, M. Nickel, M. Persson

The Committee met in private at 11:53 a.m.

In attendance:

D. Iveson (Mayor)

T. Cartmell (Councillor)

A. Knack (Councillor)

O. Edmonson (Public Member)

M. Banga (Councillor)

L. Cochrane, City Manager

I. MacLean, Acting City Clerk

R. Yusuf, Office of the City Clerk (Meeting Clerk)

D. Wiun, City Auditor

S. Padbury, Acting Deputy City Manager, Financial and Corporate Services

H. Rai, Financial and Corporate Services (Subject matter expert)

C. Tomanek, Financial and Corporate Services (Subject matter expert)

N. Jacobsen, Financial and Corporate Services, (Legal Advisor)

A. Giesbrecht, Office of the City Manager

D. Aitken, Citizen Services, Subject Matter Expert

Moved A. Knack:

That the Committee meet in public.

In Favour:

Carried

D. Iveson, A. Knack, T. Cartmell, O. Edmondson

Absent:

B. Esslinger, M. Nickel, M. Persson

The Committee met in public at 12:10 p.m.

Moved A. Knack:

1. That the request from KPMG to submit a proposal for software services as outlined in Attachment 1 of the August 30, 2018, Financial and Corporate Services report CR_6349, be denied.	KPMG
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2. That the August 30, 2018, Financial and Corporate Services report CR_6349 remain private pursuant to sections 16 (disclosure harmful to business interests of a third party) and 25 (disclosure harmful to economic and other interests of a public body) of the <i>Freedom of Information and Protection of Privacy Act</i> .	Financial and Corporate Svcs.
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In Favour:

D. Iveson, A. Knack, T. Cartmell, O. Edmondson

Carried

Absent:

B. Esslinger, M. Nickel, M. Persson

9. NOTICES OF MOTION AND MOTIONS WITHOUT CUSTOMARY NOTICE

Mayor D. Iveson asked whether there were any Notices of Motion. There were none.

10. ADJOURNMENT

The meeting adjourned at 12:13 p.m.

Chair

City Clerk