



# AUDIT COMMITTEE MINUTES

June 25, 2020 – River Valley Room

## PRESENT

D. Iveson, A. Knack\*, T. Cartmell\*, B. Esslinger\*, M. Nickel\*, C. Burrows\*, O. Edmondson\*

*\*Participated electronically*

*B. Esslinger was absent for a portion of the meeting with notice.*

## ABSENT

None

## ALSO IN ATTENDANCE

J. Dziadyk, A. Paquette  
 A. Laughlin, Interim City Manager  
 A. Giesbrecht, City Clerk  
 D. Siebold, Office of the City Clerk  
 T. Orbell, Office of the City Clerk

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<b>1.2</b>	<b>Roll Call</b>	<b>2</b>	
<b>1.3</b>	<b>Adoption of Agenda</b>	<b>2</b>	Action
<b>1.4</b>	<b>Adoption of Minutes</b>	<b>4</b>	Carried
<b>1.5</b>	<b>Protocol Items</b>	<b>4</b>	None
<b>2.</b>	<b>ITEMS FOR DISCUSSION AND RELATED BUSINESS</b>	<b>4</b>	
<b>2.1</b>	<b>Select Items for Debate</b>	<b>4</b>	See minutes
<b>2.2</b>	<b>Requests for Specific Time on Agenda</b>	<b>4</b>	None
<b>3.</b>	<b>COUNCILLOR INQUIRIES</b>	<b>4</b>	None
<b>4.</b>	<b>UPDATE ON SCHEDULED REPORTS</b>	<b>4</b>	None
<b>5.</b>	<b>STATUS REPORT AND REQUESTS TO RE-ROUTE</b>	<b>4</b>	None
<b>6.</b>	<b>REPORTS</b>	<b>4</b>	
<b>6.1</b>	<b>Office of the City Auditor Recommendation</b>		
	<b>Follow-up Dashboard Report - As at June 16, 2020</b>	<b>4</b>	Carried
<b>6.2</b>	<b>Administrative Update on Auditor Dashboard</b>	<b>5</b>	Carried
<b>6.3</b>	<b>City Auditor Self-Assessment</b>	<b>5</b>	Carried

6.4	Evaluated Receipt Settlement Audit	5	Carried
6.5	Evaluated Receipt Settlement Audit - Administration Response	6	Carried
6.6	KPMG LLP - 2019 External Audit Management Letter	6	Carried
7.	RESPONSES TO COUNCILLOR INQUIRIES	6	None
8.	PRIVATE REPORTS	6	
8.1	2020 - 2024 External Audit Services - Presentations and Evaluations	6	Carried
8.2	Investigation	8	Referred
8.3	Administration Response - 8363	8	Referred
8.4	Major Capital Project Review	8	Referred
8.5	Administration Response - 8364	8	Referred
9.	NOTICES OF MOTION AND MOTIONS WITHOUT CUSTOMARY NOTICE	8	None
10.	ADJOURNMENT	8	

## DECISION SUMMARY

ITEM	DECISION
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1.	<b>CALL TO ORDER AND RELATED BUSINESS</b>
1.1	<b>Call to Order</b>

Mayor D. Iveson called the meeting to order at 1:33 p.m., and acknowledged that Committee meets on the traditional land of Treaty 6 Territory. He also acknowledged the diverse Indigenous peoples whose ancestors' footsteps have marked this territory for centuries such as: Cree, Dene, Sauteaux, Blackfoot, Nakota Sioux, as well as Metis and Inuit, and now settlers from around the world.

1.2	<b>Roll Call</b>
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Mayor D. Iveson conducted Roll Call and confirmed the attendance of Members of Committee.

1.3	<b>Adoption of Agenda</b>
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### Moved B. Esslinger:

That the June 25, 2020, Audit Committee meeting agenda be adopted.

### Moved T. Cartmell:

That Audit Committee meet in private pursuant to sections 20 (disclosure harmful to law enforcement), 24 (advice from officials), 25 (disclosure harmful to economic and other interests of a public body) and 27 (legal and other privileged information of a public body) of the *Freedom of*

*Information and Protection of Privacy Act* to discuss including items 8.2, 8.3, 8.4 and 8.5 on the agenda.

**In Favour:**

**Carried**

D. Iveson, A. Knack, T. Cartmell, B. Esslinger, M. Nickel, C. Burrows, O. Edmondson

The Committee met in private at 1:42 p.m.

In Attendance

- D. Iveson
- A. Knack
- T. Cartmell
- B. Esslinger
- M. Nickel
- C. Burrows
- O. Edmondson
- J. Dziadyk
- A. Paquette
- A. Giesbrecht, City Clerk
- D. Beaudry, Deputy City Clerk
- D. Siebold, Office of the City Clerk (Meeting Clerk)
- T. Orbell, Office of the City Clerk (Meeting Clerk)
- A. Laughlin, Interim City Manager
- B. Andriachuk, City Solicitor
- D. Wiun, City Auditor
- M. Persson, Chief Financial and Officer and Deputy City Manager, Financial and Corporate Services
- C. Owen, Deputy City Manager, Communications and Engagement
- G. Cebryk, Deputy City Manager, City Operations
- J. Meliestfe, Acting Deputy City Manager, Integrated Infrastructure Services
- S. McCabe, Deputy City Manager, Urban Form and Corporate Strategic Development
- N. Jacobsen (Legal Services)
- A. Delgado (Legal Services)
- A. Turcza-Karhut (Legal Services)
- D. Nielsen, Office of the Mayor (Political Staff)
- M. Laban, Office of the City Manager (Subject matter expert)
- J. Mrygold, Office of the City Auditor (Subject matter expert)
- L. Glasbeek, Office of the City Auditor (Subject matter expert)

With unanimous consent of Committee, the Committee meet in public at 2:37 p.m.

**Moved M. Nickel:**

That item 8.2 – Investigation, item 8.3 – Administration Response – 8363, item 8.4 – Major Capital Project Review and item - 8.5 – Administration Response – 8364, be referred to the July 6, 2020, City Council meeting for rescheduling.	Office of the City Manager <b>Due Date:</b> Jul. 6, 2020 City Council
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**In Favour:**

D. Iveson, A. Knack, T. Cartmell, B. Esslinger, M. Nickel, C. Burrows, O. Edmondson

**Carried**

**Motion, put:**

That the June 25, 2020, Audit Committee meeting agenda be adopted, as amended.

**In Favour:**

D. Iveson, A. Knack, T. Cartmell, B. Esslinger, M. Nickel, C. Burrows, O. Edmondson

**Carried**

**1.4 Adoption of Minutes**

With unanimous consent of Committee, the May 26, 2020, Audit Committee meeting minutes were adopted.

**1.5 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: 6.1, 6.2, 6.4, 6.5 and 8.1.

**2.2 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. UPDATE ON SCHEDULED REPORTS - NONE**

**5. STATUS REPORT AND REQUESTS TO RE-ROUTE - NONE**

## 6. REPORTS

### 6.1 Office of the City Auditor Recommendation Follow-up Dashboard Report - As at June 16, 2020

Items 6.1 and 6.2 were dealt with together.

D. Wiun, City Auditor, answered the Committee's questions.

#### Moved A. Knack:

That the June 25, 2020, Office of the City Auditor report CR_8361, be received for information.	Office of the City Auditor
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#### In Favour:

D. Iveson, A. Knack, T. Cartmell, B. Esslinger, M. Nickel, C. Burrows, O. Edmondson

**Carried**

### 6.2 Administrative Update on Auditor Dashboard

Items 6.1 and 6.2 were dealt with together.

#### Moved A. Knack:

That the June 25, 2020, Office of the City Manager report CR_8327, be received for information.	Office of the City Manager
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#### In Favour:

D. Iveson, A. Knack, T. Cartmell, B. Esslinger, M. Nickel, C. Burrows, O. Edmondson

**Carried**

### 6.3 City Auditor Self-Assessment

#### Moved M. Nickel:

That the June 25, 2020, Office of the City Auditor report CR_7774, be received for information.	Office of the City Auditor
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#### In Favour:

D. Iveson, A. Knack, T. Cartmell, B. Esslinger, M. Nickel, C. Burrows, O. Edmondson

**Carried**

## 6.4 Evaluated Receipt Settlement Audit

Items 6.4 and 6.5 were dealt with together.

D. Wiun, City Auditor; and M. Persson, Chief Financial Officer and Deputy City Manager, Financial and Corporate Services, made presentations and answered the Committee's questions. A. Laughlin, Interim City Manager; and S. Padbury, Financial and Corporate Services, answered the Committee's questions.

### Moved B. Esslinger:

That the June 25, 2020, Office of the City Auditor report CR_8362, be received for information.	Office of the City Auditor
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### In Favour:

D. Iveson, A. Knack, T. Cartmell, B. Esslinger, M. Nickel, C. Burrows, O. Edmondson

**Carried**

## 6.5 Evaluated Receipt Settlement Audit - Administration Response

Items 6.4 and 6.5 were dealt with together.

### Moved B. Esslinger:

That the June 25, 2020, Financial and Corporate Services report CR_8376, be received for information.	Financial and Corporate Svcs.
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### In Favour:

D. Iveson, A. Knack, T. Cartmell, B. Esslinger, M. Nickel, C. Burrows, O. Edmondson

**Carried**

## 6.6 KPMG LLP - 2019 External Audit Management Letter

### Moved M. Nickel:

That the June 25, 2020, KPMG LLP report CR_8369, be received for information.	KPMG
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### In Favour:

D. Iveson, A. Knack, T. Cartmell, B. Esslinger, M. Nickel, C. Burrows, O. Edmondson

**Carried**

**7. RESPONSES TO COUNCILLOR INQUIRIES - NONE**

**8. PRIVATE REPORTS**

**8.1 2020 - 2024 External Audit Services - Presentations and Evaluations**

**Moved T. Cartmell:**

That Audit Committee meet in private pursuant to sections 16 (disclosure harmful to business interests of a third party), 24 (advice from officials) and 25 (disclosure harmful to economic and other interests of a public body) of the *Freedom of Information and Protection of Privacy Act*.

**In Favour:**

D. Iveson, A. Knack, T. Cartmell, M. Nickel, C. Burrows, O. Edmondson

**Carried**

**Absent:**

B. Esslinger

The Committee met in private at 2:43 p.m.

**In Attendance**

- D. Iveson
- A. Knack
- T. Cartmell
- B. Esslinger
- M. Nickel
- C. Burrows
- O. Edmondson
- J> Dziadyk
- A. Giesbrecht, City Clerk
- D. Siebold, Office of the City Clerk (Meeting Clerk)
- T. Orbell, Office of the City Clerk (Meeting Clerk)
- A. Laughlin, Interim City Manager
- D. Wiun, City Auditor
- M. Persson, Chief Financial and Officer and Deputy City Manager, Financial and Corporate Services
- S. Padbury, Financial and Corporate Services (Subject matter expert)
- C. Tomanek, Financial and Corporate Services (Subject matter expert)
- E. Babin, Financial and Corporate Services (Subject matter expert)
- K. Hans, Financial and Corporate Services (Subject matter expert)
- D. Nielsen, Office of the Mayor (Political Staff)

- M. Laban, Office of the City Manager (Subject matter expert)
- N. Jacobsen (Legal Services)

**Moved M. Nickel:**

That Audit Committee meet in public.

**In Favour:**

**Carried**

D. Iveson, A. Knack, T. Cartmell, B. Esslinger, M. Nickel, C. Burrows, O. Edmondson

The Committee met in public at 2:49 p.m.

**Moved A. Knack:**

That Audit Committee recommend to City Council:

1. That the recommendation, as set out in Attachment 1 to the June 25, 2020, Financial and Corporate Services report CR\_8352, be approved.
2. That the June 25, 2020, Financial and Corporate Services report CR\_8352 remain private pursuant to sections 16 (disclosure harmful to business interests of a third party), 24 (advice from officials) and 25 (disclosure harmful to economic and other interests of a public body) of the *Freedom of Information and Protection of Privacy Act*.

**In Favour:**

**Carried**

D. Iveson, A. Knack, T. Cartmell, B. Esslinger, M. Nickel, C. Burrows, O. Edmondson

**8.2 Investigation**

Item referred to the July 6, 2020, City Council meeting for a scheduling discussion. See item 1.3.

**8.3 Administration Response - 8363**

Item referred to the July 6, 2020, City Council meeting for a scheduling discussion. See item 1.3.

**8.4 Major Capital Project Review**

Item referred to the July 6, 2020, City Council meeting for a scheduling discussion. See item 1.3.

**8.5 Administration Response - 8364**

Item referred to the July 6, 2020, City Council meeting for a scheduling discussion. See item 1.3.



**9. NOTICES OF MOTION AND MOTIONS WITHOUT CUSTOMARY NOTICE**

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

**10. ADJOURNMENT**

The meeting adjourned at 3:12 p.m.

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Chair

\_\_\_\_\_  
City Clerk