



Audit Committee Meeting

Minutes

Date: March 6, 2024
Time: 3:30 pm
Location: Hybrid meeting- virtual and Council Chambers, City Hall

Members Present: Lisa Kearns (Chair), Michael Di Iulio, Kartik Gupta, Mathew Moore, Etienne Durafour, Paul Sharman, Mayor Marianne Meed Ward

Staff Present: Tim Commisso, Maciej Jurczyk, Sheila Jones, Chad MacDonald, Michelle Moore, David Thompson (Audio/Visual Specialist), 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-01-24)

Moved by: Councillor Sharman

Receive and file office of the city auditor report CA-01-24 providing a summary of the Management Action Plans in progress.

CARRIED

3.2 Quarterly dashboard for the office of the city auditor (CA-02-34)

Note: this item was moved to Regular Items.

3.3 Resourcing for office of the city auditor (CA-05-24)

Moved by: Councillor Sharman

Receive and file office of the city auditor report CA-05-24 regarding resourcing for office of the city auditor.

CARRIED

4. Regular Items:

4.1 Performance management process for the City Auditor – 2024 (CA-04-24)

Moved by: Councillor Sharman

Receive and file office of the city auditor report CA-04-24 regarding the performance management process for the City Auditor - 2024.

CARRIED

4.2 Audit Committee Terms of Reference & Audit Charter - update (CA-06-24)

Moved by: Kartik Gupta

Approve option one identified in office of the city auditor report CA-06-24 regarding Audit Committee Terms of Reference & Audit Charter update; and

Appoint the following Audit Committee members to the Audit Committee Terms of Reference Subcommittee:

- Councillor Paul Sharman, Michael Di Iulio and Kartik Gupta

CARRIED

4.3 Global Internal Audit Standards - update (CA-07-24)

Moved by: Mathew Moore

Receive and file office of the city auditor report CA-07-24 providing a Global Internal Audit Standards update.

CARRIED

4.4 Corporate Risk Management Implementation Plan (CS-06-24)

Moved by: Councillor Sharman

Endorse corporate strategy report CS-06-24 regarding the updated Corporate Risk Management Implementation Plan attached as Appendix A.

CARRIED

4.5 Vision 2040 – Risk Confidence Rating Update (CS-07-24)

Moved by: Kartik Gupta

Endorse corporate strategy report CS-07-24 providing the updates to the risk confidence ratings for the risks to strategy Vision 2040 for the corporation of the City of Burlington.

CARRIED

4.6 Quarterly dashboard for office of the city auditor (CA-02-24)

Note: this item was moved from Consent Items and discussed before item 4.1.

Moved by: Mathew Moore

Receive and file office of the city auditor's report CA-02-24 providing a quarterly dashboard of City Auditor Key Performance Indicators (KPI's) attached as Appendix A.

CARRIED

5. Confidential Items and Closed Session:

Moved by: Etienne Durafour

Proceed into closed session on March 6, 2024 at 3:37 p.m. in accordance with the following provision under the Municipal Act:

Pursuant to Section 239(2)(a), the security of the property of the municipality or local board regarding item 5.2.

CARRIED

5.1 Confidential Appendix B regarding status of management action plans (CA-01-24)

5.2 Confidential Cyber-security audit (protect controls) (CA-03-24)

6. Rise and Report from Closed Session

Committee reconvened into open session on March 6, 2024 at 4:07 pm.

Note: this item was discussed before 4.1.

Moved by: Etienne Durafour

Receive and file office of the city auditor's report CA-03-24 regarding the Cyber-Security Audit (Protect controls).

CARRIED

7. Procedural Motions:

None

8. Information Items:

None

9. Staff Remarks:

10. Committee Remarks:

11. Adjournment:

3:37 p.m. (closed), 4:07 p.m. (public)

Chair adjourned the meeting at 4:56 p.m.