



AUDIT COMMITTEE

NOTICE OF OPEN MEETING

DATE: TUESDAY, 2016 APRIL 05

TIME: 5:00 PM

PLACE: Council Committee Room, Burnaby City Hall

A G E N D A

- | | <u>PAGE</u> |
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| 1. <u>CALL TO ORDER</u> | |
| 2. <u>MINUTES</u> | |
| a) Minutes of the Open meeting of the Audit Committee held on 2016 February 02 | 1 |
| 3. <u>NEW BUSINESS</u> | |
| 4. <u>INQUIRIES</u> | |
| 5. <u>CLOSED</u> | |
| Public excluded according to Sections 90 & 92 of the Community Charter | |
| 6. <u>ADJOURNMENT</u> | |



AUDIT COMMITTEE MINUTES

Tuesday, 2016 February 02

An Open meeting of the Audit Committee was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Tuesday, 2016 February 02 at 5:00 p.m.

1. CALL TO ORDER

PRESENT: Councillor Dan Johnston, Chair (*arrived at 5:12 p.m.*)
 Councillor Colleen Jordan, Vice Chair
 Mayor Derek Corrigan, Member
 Councillor Paul McDonell, Member

GUESTS: Mr. Tejinder Basi, Engagement Partner, Deloitte
 Ms. Sylvia Kingsmill, Advisory Partner, Deloitte
 Mr. Philip Fodchuk, Advisory Partner, Forensic Audit Lead, Deloitte
 (participated electronically)
 Mr. Ryan Burger, Lawyer, Bull Housser

STAFF: Mr. Bob Moncur, City Manager
 Mr. Lambert Chu, Deputy City Manager
 Ms. Denise Jorgenson, Director Finance
 Mr. Bob Klimek, Deputy Director Finance
 Ms. May Leung, City Solicitor
 Ms. Frances Lee, Senior Internal Auditor
 Ms. Blanka Zeinabova, Administrative Officer

The Vice Chair called the Open meeting to order at 5:08 p.m.

2. MINUTES

**a) Minutes of the Open meeting of the Audit Committee
 held on 2015 April 07**

MOVED BY MAYOR CORRIGAN
SECONDED BY COUNCILLOR MCDONELL

THAT the minutes of the Open meeting of the Audit Committee held on 2015 April 07 be adopted.

CARRIED UNANIMOUSLY

3. **REPORTS**

MOVED BY MAYOR CORRIGAN
SECONDED BY COUNCILLOR MCDONELL

THAT the report be received.

CARRIED UNANIMOUSLY

a) **Report from the Director Finance**
Re: Audit Planning Letter for 2015 Fiscal Year

The Director Finance submitted a report providing the Committee with the planned scope and timing for the audit of the consolidated financial statements of the City for the year ended 2015 December 31.

The Director Finance recommended:

1. THAT this report be received for information.

MOVED BY MAYOR CORRIGAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

4. **NEW BUSINESS**

There was no new business brought before the Committee at this time.

5. **INQUIRIES**

There were no inquiries brought before the Committee at this time.

6. **CLOSED**

Public excluded according to Sections 90(1)(i)(j) & 90(2)(d) of the Community Charter

MOVED BY MAYOR CORRIGAN
SECONDED BY COUNCILLOR MCDONELL

THAT this meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 5:11 p.m.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT this meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 6:14 p.m.

7. **ADJOURNMENT**

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open meeting adjourned at 6:14 p.m.

Blanka Zeinabova
ADMINISTRATIVE OFFICER

Councillor Dan Johnston
CHAIR