

**Subject: Audit Committee Terms of Reference**

**File Number: ACS2023-OCC-CCS-0017**

**Report to Audit Committee on 17 February 2023**

**and Council 22 February 2023**

**Submitted on January 27, 2023 by Caitlin Salter MacDonald, Manager, Council and Committee Services, Office of the City Clerk**

**Contact Person: Melinda Aston, Committee Coordinator**

**(613) 580-2424, ext. 21838, Melinda.Aston@ottawa.ca**

**Ward: Citywide**

**Objet : Mandat du Comité de la vérification**

**Dossier : ACS2023-OCC-CCS-0017**

**Rapport au Comité de la vérification**

**le 17 février 2023**

**et au Conseil le 22 février 2023**

**Soumis le 6 janvier 2023 par Caitlin Salter MacDonald, Gestionnaire des Services au Conseil municipal et aux comités, Bureau du Greffier municipal**

**Personne-ressource : Melinda Aston, coordonnatrice du Comité**

**(613) 580-2424, poste 21838, Melinda.Aston@ottawa.ca**

**Quartier : À l'échelle de la ville**

## **REPORT RECOMMENDATION**

**That the Audit Committee recommend Council approve its Terms of Reference, as outlined in this report and attached as Document 1.**

## **RECOMMANDATION DU RAPPORT**

**Que le Comité de la vérification recommande au Conseil d'approuver son mandat, tel qu'il est énoncé dans le présent rapport et dans le document 1 ci-joint.**

## **BACKGROUND**

At its meeting of December 7, 2022, Ottawa City Council considered a report titled [2022-2026 Council Governance Review \(ACS2022-OCC-GEN-0030\)](#). In approving this report, Council approved the revised Terms of Reference for Standing Committees, Sub-Committees and the Transit Commission be submitted in draft form to the respective Committees/Commission at their first meeting in 2023 for consideration and recommendation to Council for approval. Accordingly, this report is presented to the Audit Committee for its consideration and approval.

## **DISCUSSION**

The Audit Committee is responsible for overseeing all audit matters and receiving the annual and ad hoc reports from the City's Auditor General. The Committee is responsible for both the external audit process as well as matters relating to the Office of the Auditor General (OAG).

As part of the 2026-2026 Governance Review, Council approved amendments to the Audit Committee's Terms of Reference to formalize the traditional practice regarding the Committee's authority with respect to budget matters. Specifically, staff recommend clarifying through the Terms of Reference that the Audit Committee makes recommendations directly to Council regarding the Office of the Auditor General's budget.

Full details on these changes are outlined in the [2022-2026 Council Governance Review Report](#), Part 1.

The draft Terms of Reference for the Audit Committee are attached at Document 1. The Terms of Reference reflect:

1. The above-noted changes regarding the budget approval process approved as part of the governance review;
2. Minor changes recommended by the Office of the Auditor General to align with current processes and remove redundancy.
3. Changes recommended by staff to reflect current legislation and organizational

structure.

4. Minor formatting and/ or grammatical changes.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

#### **LEGAL IMPLICATIONS**

There is no legal impediment to adopting the recommendation in this report.

#### **COMMENTS BY THE WARD COUNCILLOR**

This is not a ward-specific report.

#### **CONSULTATION**

As part of the preparation for the 2022-2026 Council Governance Review report and associated recommendations on committee mandates, the City Clerk consulted with Members of the 2018-2022 and 2022-2026 Terms of Council, the Senior Leadership Team, as well as staff that work most closely with the legislative process.

The public was notified of this report through the weekly meeting advertisements and on Ottawa.ca, and the publication of the agenda. Public delegations may be received by the Committee.

#### **ACCESSIBILITY IMPACTS**

There are no specific accessibility impacts associated with this report.

#### **DELEGATION OF AUTHORITY IMPLICATIONS**

No additional delegated authority is being sought by staff as part of this report.

#### **RISK MANAGEMENT IMPLICATIONS**

No risk management implications have been identified associated with this report.

#### **RURAL IMPLICATIONS**

No rural implications have been identified associated with this report.

## **TERM OF COUNCIL PRIORITIES**

This report implements the Committee mandate approved by Council as part of the 2022-2026 Council Governance Review.

## **SUPPORTING DOCUMENTATION**

Document 1 - Draft Audit Committee Terms of Reference (proposed changes from the 2018-2022 Audit Committee Terms of Reference are underlined for ease of reference).

## **DISPOSITION**

Upon approval of the report by Council, the Terms of Reference will become the mandate and governing authority for the Audit Committee and will be published to Ottawa.ca by the Office of the City Clerk.