



Audit Committee

Minutes

Meeting #: 3
Date: September 22, 2023
Time: 9:30 am
Location: Champlain Room, 110 Laurier Avenue West, and by electronic participation

Present: Chair: Councillor Cathy Curry, Vice-Chair: Councillor David Brown, Councillor David Hill, Councillor Theresa Kavanagh, Councillor Marty Carr, Councillor Catherine Kitts, Councillor Allan Hubley, Councillor Wilson Lo

1. Notices and meeting information for meeting participants and the public
Notices and meeting information are attached to the agenda and minutes, including: availability of simultaneous interpretation and accessibility accommodations; *in camera* meeting procedures; information items not subject to discussion; personal information disclaimer for correspondents and public speakers; notices regarding minutes; and hybrid participation details.
Accessible formats and communication supports are available, upon request.
Except where otherwise indicated, reports requiring Council consideration will be presented to Council on 27 September 2023 in Audit Committee Report 3.
The deadline to register by phone to speak, or submit written comments or visual presentations is 4 pm on Thursday, 21 September 2023, and the deadline to register to speak by email is 8:30 am on Friday, 22 September 2023.
These “Summary Minutes” indicate the disposition of items and actions taken at the meeting. This document does not include all of the text that will be included in the full Minutes, such as the record of written and oral submissions. Recorded votes and dissents contained in the Summary Minutes are draft until the full Minutes of the meeting are confirmed by the

Committee. The draft of the full Minutes (for confirmation) will be published with the agenda for the next regular Committee meeting and, once confirmed, will replace this document.

2. Declarations of Interest

No Declarations of Interest were filed.

3. Confirmation of Minutes

3.1 AC Minutes 2 – 9 June, 2023

Carried

3.2 AC Confidential Minutes 2 - June 9, 2023

Carried

3.3 AC-TTC Minutes 1 – June 9, 2023

Carried

3.4 AC-TTC Confidential Minutes 1 – June 9, 2023

Carried

4. Auditor General

4.1 Office of the Auditor General (OAG) – Audit Charter

ACS2023-OAG-BVG-0007 - Citywide

Nathalie Gougeon, Auditor General provided a brief update.

The Committee CARRIED the report recommendation as presented.

Report recommendation

That the Audit Committee recommend Council approve the Office of the Auditor General’s Audit Charter.

Carried

4.2 Office of the Auditor General (OAG) – Audit of the Prevention of Workplace Violence and Harassment

ACS2023-OAG-BVG-0008 - Citywide

Nathalie Gougeon, Auditor General, Joanne Gorenstein, Deputy Auditor General and Rhea Khanna, Senior Auditor provided a PowerPoint presentation. A copy of the presentation is held on file with the Office of the City Clerk.

Wendy Stephanson, Interim City Manager, Caitlin Salter-Macdonald, Deputy City Clerk, Cyril Rogers, Chief Financial Officer and Will McDonald, Chief Procurement Officer were also in attendance to respond to questions.

After discussion, the Committee CARRIED the report recommendation as presented.

Report recommendation

That the Audit Committee receive the audit report and recommend that Council consider and approve the recommendations.

Carried

4.3 Office of the Auditor General (OAG) – Investigation of Manotick Business Improvement Area Expenses

ACS2023-OAG-BVG-0009 - Citywide

Motion No FCSC 2023-03-01 was introduced to add this item to the agenda.

Nathalie Gougeon, Auditor General provided a PowerPoint presentation. A copy of the presentation is held on file with the Office of the City Clerk.

The Committee CARRIED the motion and report recommendation.

Report recommendations

1. **That the Audit Committee receive the Investigation of Manotick Business Improvement Area Expenses – Role of the City of Ottawa report and recommend that Council consider and approve the recommendations.**

2. **That the Audit Committee recommend Council receive the Investigation of Manotick Business Improvement Area Expenses report**

Carried

Motion No. AC 2023-03-01

Moved by D. Brown

WHEREAS the Report along with the Supporting Documentation titled:

“Office of the Auditor General (OAG) – Investigation of Manotick Business Improvement Area Expenses” was not listed on the Audit Committee agenda;

THEREFORE BE IT RESOLVED that the Audit Committee approve the addition of this report for consideration by the Committee at today’s meeting, pursuant to Section 89(3) of the Procedure By-law (being By-law no. 2022-410).

Carried

5. In Camera Items

That, in accordance with Procedure By-Law 2022-410, the Audit Committee resolve In Camera pursuant to Subsection 13(1)(a), the security of the property of the city, and based upon the rationale set out in the legal implications section of the report, the report entitled “Office of the Auditor General (OAG) – Preliminary Report on Cybersecurity” will not be reported out.

5.1 Office of the Auditor General (OAG) – Preliminary Report on Cybersecurity

ACS2023-OAG-BVG-0010 - Citywide

Committee resolved In Camera at 10:33 am and resumed in open session at 12:02 pm.

Upon resuming in open session, Chair Curry noted that the Audit Committee just met In Camera in order to discuss the Office of the Auditor General (OAG) – Preliminary Report on Cybersecurity”.

These matters will not be reported out as they relate to Subsection 13(1)(a), the security of the property of the city.

During the In Camera session, no votes were taken other than procedural motions and/or directions to staff.

The Committee CARRIED the report recommendation.

Report recommendation

That the Audit Committee receive the Preliminary Report on Cybersecurity and recommend that Council consider and approve the recommendations.

Carried

Motion No. AC 2023-03-02

Moved by D. Brown

THEREFORE BE IT RESOLVED THAT, in accordance with Procedure By-law 2022-410, the Audit Committee resolve In Camera pursuant to Subsection 13(1)(a), the security of the property of the city, based upon the rationale set out in the Legal Implications section of the report titled “Office of the Auditor General (OAG) – Preliminary Report on Cybersecurity” in order to receive a presentation from the Auditor General.

Carried

6. Notices of Motions (For Consideration at Subsequent Meeting)

There were no Notices of Motion.

7. Inquiries

There were no Inquiries.

8. Other Business

There was no other business.

9. Adjournment

Next Meeting

27 November 2023

The meeting adjourned at 12:04 pm.

Original signed by M. Aston,
Committee Coordinator

Original signed by Councillor C.
Curry, Chair