



**INTERNAL AUDIT
COMMITTEE**

DATE: Wednesday, May 2, 2018
TIME: 4:30 pm
**PLACED: Douglas Cardinal Board
Room, 3rd Floor, St. Albert
Place**

AGENDA

- 1. Call to Order**
- 2. Election of Chair and Vice Chair**
- 3. Adoption of Agenda**
- 4. Permission to Share Contact Information – Public Members**
- 5. Scope of Services**
- 6. Next Meeting Date**
- 7. Adjournment**

Minutes of a Meeting of the Internal Audit Committee held in the Douglas Cardinal Boardroom, St. Albert Place, on the above date at 4:30 p.m.

Present:

Mayor Heron
Councillor Hughes
Councillor Joly
De-Anna Bailey
Gill Hermanns

Staff:

Kevin Scoble, City Manager
Michelle Bonnici, General Manager of Corporate Services
Gene Klenke, City Solicitor and Chief Legislative Officer
Bruce Everitt, Manager, Purchasing Services
Cheryle Wong, Legislative Officer

Call to Order

The Mayor called the meeting to order at 4:38 p.m.

Election of Chair and Vice Chair

The Legislative Officer asked for nominations for the position of the Chair:

Councillor Joly nominated De-Anna Bailey for the position of Chair; as there were no other nominations De-Anna Bailey was appointed Chair by acclamation.

The Legislative Officer asked for nominations for the position of the Vice Chair:

De-Anna Bailey nominated Councillor Hughes for the position of Vice Chair, as there were no other nominations Councillor Hughes was appointed Vice Chair by acclamation.

Adoption of Agenda

Moved by Mayor Heron

That the agenda be adopted as presented.
CARRIED UNANIMOUSLY

Permission to Share Contact Information – Public Members

Both public members gave permission to share their contact information.

Scope of Services

The City Solicitor gave an overview of the Scope of Services for the hiring of the Internal Auditor and answered questions of the Committee.

Moved by Councillor Hughes

That Option 1 as outlined in the report entitled “Scope of Services” be approved.
CARRIED UNANIMOUSLY

Next meeting

The next meeting is scheduled for June 13, 2018.

Adjournment

The Committee adjourned at 5:15 p.m.



Chair



Chief Legislative Officer