

Committee of the Whole (1) Report

DATE: Tuesday, November 22, 2022

WARD(S): ALL

TITLE: AUDIT COMMITTEE CITIZEN MEMBER APPOINTMENTS

FROM:

Kevin Shapiro, Director of Internal Audit

ACTION: DECISION

Purpose

To appoint two (2) citizen members to the Audit Committee for the 2022 - 2026 Term of Council.

Report Highlights

- On October 21, 2020, Council approved the establishment of an Audit Committee.
- On April 20, 2021, Council approved to further amend the Audit Committee Charter and Terms of Reference to facilitate the addition of two qualified members of the public to the Audit Committee. The citizen members appointments were approved at the same meeting.
- The appointed citizen members participated at the next scheduled Audit Committee meeting held on April 27, 2021 and attended every meeting thereafter.
- With the new Term of Council, two citizen members will need to be appointed to the Audit Committee.

Recommendation

1. That Council reappoint the same two (2) citizen members who served on the Audit Committee during the previous term to the Audit Committee for the 2022 - 2026 Term of Council, being John Glicksman and Geneviève Grenier.

Background

On October 21, 2020, Council approved the establishment of an Audit Committee consisting of a maximum of four members of Council. On April 20, 2021, Council approved to further amend the Audit Committee Charter and Terms of Reference to facilitate the addition of two qualified members of the public to the Audit Committee. Section 2 of The Audit Committee Charter outlines the recruitment process for appointing the two citizen members. The section states:

“The Audit Committee Charter and a posting outlining the eligibility criteria and desired competencies for the position will be posted on the City of Vaughan’s website. Advertisements may also be placed in local newspapers. Applicants will be required to communicate their qualifications and experience in a cover letter and resume. The Director of Internal Audit will review all the applications and develop a shortlist of prospective candidates based on those applicants whose qualifications best meets the eligibility and desired competencies for the position. The short-listed candidates will be contacted by the Office of the City Clerk to attend an in person or virtual interview. The interview panel will include the City Clerk, the Director of Internal Audit and the Deputy City Manager, Corporate Services, City Treasurer and CFO. After the interview is complete, the Interview Panel shall forward a report to Committee of the Whole – Closed Session with a recommendation regarding the suitability of the prospective candidates. Council shall appoint the non-elected members to the Audit Committee. The term of membership for new members appointed through this process will coincide with the term of Council. Non-elected members of the Audit Committee will serve without remuneration.”

Previous Reports/Authority

1. Options for Establishing an Audit Committee
2. Audit Committee Citizen Member Appointments and Amended Audit Committee Terms of Reference and Audit Committee Charter

Analysis and Options

In February 2021, the Director of Internal Audit, in collaboration with the Office of the City Clerk and Corporate and Strategic Communications, coordinated the recruitment process utilizing the City’s Social Media platforms, and the City’s website. The deadline for submitting applications was 4:30 p.m. on Friday, February 19, 2021.

A summary of the applications received was provided to Mayor and Members of Council as Confidential Attachment 1 within the April 2021 CW report. Council then appointed the two citizen members.

Although Section 2 of The Audit Committee Charter outlines the recruitment process for appointing the two citizen members, it is recommended that for this Term of Council only, this process not be followed and that the 2 citizen members that were appointed in 2021 be re-appointed for the 2022 - 2026 term. The rationale being that the Audit Committee has only recently been formed and the two existing citizen members have only had the opportunity to participate for approximately a year and half. Both have attended each meeting and have come prepared and been engaged in discussion during the meetings. Both citizen members have expressed their desire to remain on the Audit Committee for the 2022 - 2026 term.

Financial Impact

There are no direct economic impacts associated with this report.

Broader Regional Impacts/Considerations

Not applicable.

Conclusion

It is recommended that Council reappoint the same two (2) citizen members who served on the Audit Committee during the previous term to the Audit Committee for the 2022 - 2026 Term of Council, being John Glicksman and Geneviève Grenier.

If approved, the appointed citizen members will be able to participate at the next scheduled Audit Committee meeting on January 30, 2023.

For more information, please contact: Kevin Shapiro, Director of Internal Audit, ext. 8293.

Attachments

Not applicable.

Prepared by

Kevin Shapiro, Director of Internal Audit, ext. 8293

Approved by

A handwritten signature in dark ink, appearing to be 'K. Shapiro', with a long horizontal flourish extending to the right.

Kevin Shapiro, Director of Internal Audit