

VanRIMS No.: 08-2000-20

MEMORANDUM

December 16, 2022

TO: Auditor General Committee

FROM: Mike Macdonell, Auditor General

SUBJECT: 2023 Auditor General Committee Meeting Plan

At the Council meeting immediately following the Standing Committee on Policy and Strategic Priorities meeting on November 4, 2020, Council approved the Terms of Reference for the Vancouver Auditor General Committee (AGC). Respecting requirements to meet and set agendas, these Terms of Reference prescribe:

C. MANDATE/RESPONSIBILITIES

2. *The Auditor General Committee's responsibilities are to:*
 - b. *Convene meetings within 30 days of receiving any report or other communication from the Auditor General requiring review or decision by the Auditor General Committee;*
 - c. *Meet at least 3 times per year; and*
 - d. *Meet within 20 days of any request by the Auditor General for a meeting.*
3. *The Auditor General Committee's administrative responsibilities are to ensure that it has the appropriate budget, resources, and administrative support to complete its work, including the following:*
 - b. *Developing on or before February 28 of each year an annual plan that outlines the elements to be covered in each planned meeting to align with its responsibilities as set out above;*
 - c. *Developing each meeting agenda to reflect the annual plan and other pertinent topics that are anticipated to arise during the year;*

Accordingly, the following proposed AGC meeting dates and topics are for your consideration, noting that the meeting dates labeled as *placeholders* are provided to secure possible dates/times in AGC members' calendars, and shall be only used when and if required.

RECOMMENDATION

THAT the Auditor General Committee meetings be held on the following Thursdays (except when noted), commencing at 9:30 am, in order to discuss the proposed topics:

Proposed Meeting Dates:	Proposed Topics:
February 2, 2023	<ol style="list-style-type: none">1. 2022 Annual Report2. 2023 Report #1 – Building Permit Fees3. <i>In camera – Vancouver Charter s 165.2(1), matters related to (c) labour relations or other employee relations</i>
March 2, 2023	<ol style="list-style-type: none">1. 2023 Report #2 – Office Furniture Purchases
May 15, 2023 (Monday)	<ol style="list-style-type: none">1. 2023 Report #3 – Permitting Program Cost Recovery Model
June 1, 2023	Placeholder
July 6, 2023	Placeholder
October 5, 2023	<ol style="list-style-type: none">1. 2024 OAG Budget Request
November 2, 2023	Placeholder
December 7, 2023	<ol style="list-style-type: none">1. Follow-up on Previous Recommendations – December 20232. Auditor General Committee 2024 Meeting Schedule

FURTHER THAT the Auditor General Committee placeholder meeting dates may be cancelled at the discretion of the Auditor General, in consultation with the Chair.

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