

VanRIMS No.: 08-2000-20

## MEMORANDUM

December 07, 2023

TO: Auditor General Committee

FROM: Mike Macdonell, Auditor General

SUBJECT: 2024 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:

<b>Proposed Meeting Dates:</b>	<b>Proposed Topics:</b>
January 16, 2024 (Tuesday)	1. 2023 Report #6 – VPD Risk Management
February 22, 2024	1. 2023 Annual Report 2. <i>In camera – Vancouver Charter s 165.2(1), matters related to (c) labour relations or other employee relations</i>
April 4, 2024	Placeholder
May 16, 2024	Placeholder
June 20, 2024	1. Follow-up on Previous Recommendations – June 2024
September 12, 2024	Placeholder
October 17, 2024	1. 2025 OAG Budget Request
December 5, 2024	1. Follow-up on Previous Recommendations – December 2024 2. Auditor General Committee 2025 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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