

# MINUTES



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## AUDIT COMMITTEE

THE CORPORATION OF THE CITY OF MISSISSAUGA

**MONDAY, MARCH 4, 2013 – 9:06 AM**

**COUNCIL CHAMBER, 2<sup>ND</sup> FLOOR, CIVIC CENTRE,  
300 CITY CENTRE DRIVE, MISSISSAUGA, ONTARIO L5B 3C1**  
<http://www.mississauga.ca>

### Members Present

Councillor Jim Tovey, Ward 1

Councillor Bonnie Crombie, Ward 5 (**Chair**)

Councillor Ron Starr, Ward 6

### Members Absent

Councillor Pat Mullin, Ward 2 (Other Municipal Business)

Mayor Hazel McCallion

### Staff Present

Janice Baker, City Manager and Chief Administrative Officer

Brenda R. Breault, Commissioner, Corporate Services and Treasurer

Mark Beuparlant, Manager of Corporate Financial Services

Sally Eng, Director, Internal Audit

Patricia Elliot-Spencer, Director of Finance

Kevin M. Travers, Partner, KPMG, external auditors

Carmela Radice, Legislative Coordinator, Office of the City Clerk

CALL TO ORDER – (9:06 a.m.)

DECLARATIONS OF (DIRECT OR INDIRECT) PECUNIARY INTEREST - NilMINUTES OF PREVIOUS MEETINGRecommendation

AC-0001-2013

That the Audit Committee minutes of November 19, 2012 be approved as presented.

Approved (R. Starr)

APPROVAL OF THE AGENDA

That the agenda be approved as presented.

Motion: Moved by: J. Tovey

Carried

DEPUTATIONS

- (a) Patti Elliot-Spencer, Director of Finance will be speaking to the Corporate Report titled "*Revised Corporate Policy – Investments.*"

Patti Elliott-Spencer, Director of Finance provided an overview of the Revised Corporate Policy – Investments and spoke to the investment policy principal priorities, cash management approach, investment management approach and updates to the policy. Councillors Tovey, Starr and Crombie inquired about the protocol of investment decisions. Mark Waugh, Investment Portfolio Manager spoke to the protocol.

MATTERS TO BE CONSIDERED

1. Report dated February 22, 2013 from the Director, Internal Audit re: **Final Audit Reports:**
  1. **Transportation & Works Department, Enforcement Division, Parking Enforcement – Revenue Audit**

Heidi Bryck, Audit Associate provided an overview of the Enforcement Division Parking Enforcement – Revenue Audit. Councillors Tovey and Starr inquired about the controls over tracking and monitoring of parking tickets issued, adjusted, cancelled or refunded as well as how the City compares to other municipalities. Janice Baker, City Manager and CAO and Mickey Frost, Director of Enforcement indicated that the bench marking will be done during the budget process.

## **2. Corporate Services Department, Revenue, Material Management & Business Services Division, Material Management – Medium Value Acquisition Audit**

Barbara Webster, Senior Internal Auditor provided an overview of the Revenue Material Management & Business Services Division, Material Management – Medium Value Acquisition Audit. Councillors Tovey, Crombie and Starr posed questions on the recommendations concerning testing the marketplace every few years, best value and lost or misplaced files. Sally Eng, Director of Internal Audit indicated that the time to test the marketplace depends on the types of goods/services required and the Buyers in the Material Management Division would be in the best position to determine when the best time should be to test the marketplace. Jeff Jackson, Director of Revenue and Material Management indicated that buyers will continue to review all procurements to ensure the best value for the City. He further indicated a revamp in their policy on filing to alleviate the percentage of misplaced or lost files.

### Recommendation

AC-0002-2013

That the report dated February 22, 2013 from the Director of Internal Audit with respect to final audit reports:

1. Transportation & Works Department, Enforcement Division, Parking Enforcement – Revenue Audit.
2. Corporate Services Department, Revenue, Materiel Management & Business Services Division, Materiel Management – Medium Value Acquisition Audit be received for information.

### Approved (R. Starr)

2. Report dated February 22, 2013 from the Director, Internal Audit re: **Status of Recommendations from the External Quality Assurance Review of the Internal Audit Function.**

Sally Eng, Director of Internal Audit provided an overview of the status of recommendations from the external quality assurance review of the internal audit function.

Recommendation

AC-0003-2013

That the report dated February 22, 2013 from the Director, Internal Audit with respect to the Status of Recommendations from the External Quality Assurance Review of the Internal Audit Function be received for information.

Received for information (J. Tovey)

3. Report dated February 22, 2013 from the Director, Internal Audit re: **Proposed Revisions to Internal Audit Charter.**

Sally Eng, Director of Internal Audit provided a summary of the proposed revisions to the Internal Audit Charter.

Recommendation

AC-0004-2013

1. That the proposed changes to the Internal Audit Charter (By-law 0240-2004) as detailed in the report dated February 22, 2013 from the Director of Internal Audit titled "Proposed Revisions to Internal Audit Charter", be approved.
2. That upon approval by the Audit Committee changes to the Internal Audit Charter be forwarded to Council for endorsement and for approval to amend By-law 0240-2004.

Approved (R. Starr)

4. Report dated February 22, 2013, from the Director, Internal Audit re: **2013 Internal Audit Interim Work Plan.**

Sally Eng, Director of Internal Audit provided a summary of the 2013 internal Audit Interim Work Plan. Councillors Starr and Crombie inquired on allocation of time on each audit and how the departments are selected. Ms. Eng indicated that the standard time allocation is three months unless the auditor assesses that it requires more time. She further indicated that audits are selected based on risk assessments not by departments.

Recommendation

AC-0005-2013

That the report dated February 22, 2013, from the Director, Internal Audit, with respect to the 2013 Internal Audit Interim Work Plan be approved.

Approved (R. Starr)

5. Report dated February 21, 2013, from the Commissioner of Corporate Services and Treasurer re: **Revised Corporate Policy – Investments.**

Recommendation

AC-0006-2013

That the revision to the Corporate Policy on Investments, attached as Appendix 1, to the report titled Revised Corporate Policy on Investments from the Commissioner of Corporate Services and Treasurer, dated February 12, 2013 be approved effective immediately.

Deputation (a)

Approved (J. Tovey)

CLOSED SESSION - Nil

INQUIRIES - Nil

ADJOURNMENT -10:28 a.m.