

# MINUTES



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## AUDIT COMMITTEE

THE CORPORATION OF THE CITY OF MISSISSAUGA

**MONDAY, NOVEMBER 18, 2013 – 9:03 AM**

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

### Members Present

Mayor Hazel McCallion (arrived at 9:23 a.m.)  
Councillor Jim Tovey, Ward 1  
Councillor Pat Mullin, Ward 2 (Chair)  
Councillor Bonnie Crombie, Ward 5  
Councillor Ron Starr, Ward 6

### Staff Present

Janice Baker, City Manager and Chief Administrative Officer  
Gary Kent, Commissioner, Corporate Services and Chief Financial Officer  
Mark Beauparlant, 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– 9:03 a.m.

DECLARATIONS OF (DIRECT OR INDIRECT) PECUNIARY INTEREST - Nil

MINUTES OF PREVIOUS MEETING

- (a) That the Audit Committee minutes of September 23, 2013 be approved as presented.

Approved (R. Starr)

APPROVAL OF THE AGENDA

That the agenda be approved as presented.

Motion: Moved by: J. Tovey

DEPUTATIONS - Nil

MATTERS TO BE CONSIDERED

1. Report dated October 25, 2013 from the Commissioner of Corporate Services and Chief Financial Officer re: **2013 Audit Planning Report**.

Kevin Travers, Partner, KPMG, External Auditor provided a summary of the 2013 Audit Planning Report. Members of the Committee inquired about the new standards, insurance issue, and number of sites, special audits and the level of risks. Janice Baker, City Manager and CAO explained the insurance implications and Mr. Travers explained that the new accounting standards and the level of risks. Mark Beauparlant, Manager of Corporate Financial Services indicated that there will be environmental assessments on some sites and Gary Kent, Commissioner of Corporate Services and CFO indicated that there will not be a need for extra staff. Patricia Elliot-Spencer, Director of Finance indicated that there are special audits performed for the Federal Gas Tax.

Recommendation

AC-0013-2013

1. That the report dated October 25, 2013, from the Commissioner of Corporate Services and Chief Financial Officer with respect to the 2013 Audit Planning Report, be received for information.
2. That the Audit Committee approves the Audit Planning Report (Appendix 1) for the City's 2013 statutory audit.

Received (B. Crombie)

2. Report dated November 5, 2013 from the Director of Internal Audit re: **Final Audit Report: Corporate Services Department, Information Technology Division – Microsoft Exchange Audit.**

Sally Eng, Director of Internal Audit provided an introduction to the Final Audit Report: Corporate Services Department, Information Technology Division – Microsoft Exchange Audit. Craig Emick, Information Technology Auditor provided a summary of the Final Audit Report: Corporate Services Department, Information Technology Division – Microsoft Exchange Audit. Members of the Committee inquired about the disaster recovery plan. Mr. Emick explained the disaster recovery plan has been prepared and is being finalized and Shawn Slack, Director of IT further explained that staff are in the first stage of the preparation process of the disaster recovery plan.

Recommendation

AC-0014-2013

That the report dated November 5, 2013, from the Director of Internal Audit with respect to the Final Audit Report: Corporate Services Department, Information Technology Division – Microsoft Exchange Audit, be received for information.

Received (R. Starr)

3. Report dated November 5, 2013 from the City Manager and Chief Administrative Officer re: **Status of Outstanding Audit Recommendations as of September 30, 2013.**

Councillor Tovey congratulated staff on the status of the report.

Recommendation

AC-0015-2013

That the report dated November 5, 2013, from the City Manager and Chief Administrative Officer regarding the status of outstanding audit recommendations as of September 30, 2013, be received for information.

Received (J. Tovey)

Mayor McCallion arrived at 9:23 a.m.

4. Report dated November 6, 2013 from the Director of Internal Audit re: **Internal Audit Work Plan for 2014 to 2016.**

Sally Eng, Director of Internal Audit provided a summary of the internal audit work plan for 2014 to 2016. Councillor Starr inquired about the Occupational Health and Safety plan. Janice Baker, City Manager and CAO indicated the Managers in coordination with the City's Human Resource Department ensure that staff are aware of the health and safety protocols. Councillors Tovey and Crombie inquired about the prioritizing of audits. Ms. Eng indicated that the audits are prioritized by risk assessment and discussions with senior management. Mayor McCallion requested that the Audit work plan for 2014 to 2016 be reviewed and brought back to the first Audit Committee meeting in 2014.

Recommendation

AC-0016-2013

That the report dated November 6, 2013 from the Director of Internal Audit with respect to Internal Audit Work Plan for 2014 to 2016, be referred back to the first Audit Committee meeting in 2014 with the changes in the golf courses, museums operations and Mississauga Celebration Square event revenue and expenses.

Approved (H. McCallion)

INQUIRIES

ADJOURNMENT - 9:50 a.m.