

Audit Committee

Date

2019/03/04

Time

9:01 AM

Location

Civic Centre, Council Chamber
300 City Centre Drive, Mississauga, Ontario, L5B 3C1

Members Present

Councillor Stephen Dasko
Councillor Karen Ras
Councillor Ron Starr (Chair)
Councillor Dipika Damerla

Members Absent

Mayor Bonnie Crombie

Staff Present

Janice Baker, City Manager and Chief Administrative Officer
Gary Kent, Commissioner, Corporate Services and Chief Financial Officer
Jeff Jackson, Director of Finance and Treasurer
Mark Beauparlant, Manager of Corporate Financial Services
Al Steinbach, Director, Internal Audit
Craig Emick, Information Technology Auditor
Andy Bate, Manager Traffic Services and Road Safety
Wendy Law, Deputy City Solicitor
Kevin M. Travers, Partner, KPMG, External Auditor
Krystal Christopher, Legislative Coordinator, Office of the City Clerk
Karen Morden, Legislative Coordinator, Office of the City Clerk

Find it online

<http://www.mississauga.ca/portal/cityhall/auditcommittee>

1. **CALL TO ORDER** – 9:01 A.M.

Karen Morden, Legislative Coordinator, called the meeting to order at 9:01 a.m.

2. **APPOINTMENT OF CHAIR**

Councillor Stephen Dasko nominated Councillor Ron Starr as Chair of the Audit Committee. Councillor Ron Starr accepted the nomination and proposed that the role of Chair be divided between himself and Councillor Dipika Damerla.

RECOMMENDATION

AC-0001-2019

That Councillor Ron Starr be appointed as Chair of the Audit Committee for a term ending December 31, 2020 and that Councillor Dipika Damerla be appointed as Chair of the Audit Committee for a term beginning January 1, 2021 to November 14, 2022.

Recorded Vote	YES	NO	ABSENT	ABSTAIN
Mayor B. Crombie			X	
Councillor S. Dasko	X			
Councillor K.Ras	X			
Councillor R.Starr	X			
Councillor D. Damerla	X			

Approved (Councillor Dasko) (4, 0, 1 – Absent)

3. **APPROVAL OF AGENDA**

Councillor Ron Starr took over as Chair of the meeting.

Approved (Councillor Ras)

4. **DECLARATION OF CONFLICT OF INTEREST**- Nil.5. **MINUTES OF PREVIOUS MEETING**

5.1. Audit Committee Minutes - November 12, 2018

Approved (Councillor Ras)

6. DEPUTATIONS**6.1. AI Steinbach, Director Internal Audit, on an Overview of Internal Audit**

AI Steinbach, Director of Internal Audit, outlined what Internal Audit is, the Internal Audit Charter, scope of work, reporting structure, staff qualifications/experience, work plan, Corporate Risk Assessment categories and external quality assessment reviews.

Mr. Steinbach explained the different types of audit recommendations, the audit process as well as the follow up process for outstanding recommendations. Mr. Steinbach also spoke to consulting and assurance projects and the future direction of Internal Audit.

Councillor Damerla asked that Mr. Steinbach provide a further explanation regarding the context of the word progressive used in the presentation to describe Internal Audit. Mr. Steinbach responded by explaining what is being done such as maintaining a digital focus, lean projects to ensure effectiveness and efficiency and remaining up to date on technology and business processes.

RECOMMENDATION

AC-0002-2019

That the deputation from AI Steinbach, Director, Internal Audit, regarding an Overview of Internal Audit be received.

Received (Councillor Dasko)

7. PUBLIC QUESTION PERIOD - 15 Minute Limit (5 Minutes per Speaker) – Nil.

Pursuant to Section 42 of the Council Procedure By-law 0139-2013, as amended:

The Audit Committee may grant permission to a member of the public to ask a question of Audit Committee, with the following provisions:

1. The question must pertain to a specific item on the current agenda and the speaker will state which item the question is related to.
2. A person asking a question shall limit any background explanation to two (2) statements, followed by the question.
3. The total speaking time shall be five (5) minutes maximum, per speaker.

8. **MATTERS CONSIDERED**

8.1. 2019-2020 Internal Audit Work Plan Report

Al Steinbach, Director Internal Audit, spoke to the continuation of the 2019-2020 Internal Audit Work Plan Report that was presented to the Audit Committee last year. Mr. Steinbach spoke to the minor changes in the assignments, the Corporate Payroll Audit for part time and full time staff being combined into one Audit and the work plan going as scheduled.

Councillor Ras requested that more details on the work plan for an Audit be provided. Mr. Steinbach responded by stating that due to the complexity of the Audit, they do not know the full scope of the Audit at the time its planned and a preliminary survey is done to identify areas that are risks.

RECOMMENDATION

AC-0003-2019

That the report dated February 12, 2019 from the Director, Internal Audit, with respect to the 2019 to 2020 Internal Audit Work Plan be approved.

Recorded Vote	YES	NO	ABSENT	ABSTAIN
Mayor B. Crombie			X	
Councillor S. Dasko	X			
Councillor K.Ras	X			
Councillor R.Starr	X			
Councillor D. Damerla	X			

Approved (Councillor Damerla) (4, 0, 1- Absent)

8.2. Community Services Compliance Project Progress Update

Paul Mitcham, Commissioner of Community Services, spoke to the progress of the Community Services Compliance Project. Mr. Mitcham spoke to the compliance in high priority/risk areas that were outlined in an audit and how they are being addressed.

Councillor Ras raised a question regarding compliance reporting in daily duties for staff. Mr. Mitcham responded by stating that it is a part of front line staff responsibilities to ensure compliance and to be accountable for discrepancies. Mr. Mitcham spoke to the balance between the time of reporting compliance, periodic reporting and a dashboard that was created to show compliance statistics.

Janice Baker, City Manager, spoke to having better technology to make information more readily available, challenges around compliance, integrating responsibilities in technology and digital services. Ms. Baker agreed that more work is to be done in this area.

Councillor Starr agreed that changes in processes can be difficult but are currently being worked on.

RECOMMENDATION

AC-0004-2019

That the report dated February 4, 2019 entitled “Community Services Compliance Project Progress Update” from the Commissioner of Community Services be received for information.

Recorded Vote	YES	NO	ABSENT	ABSTAIN
Mayor B. Crombie			X	
Councillor S. Dasko	X			
Councillor K. Ras	X			
Councillor R. Starr	X			
Councillor D. Damerla	X			

Received (Councillor Ras) (4, 0, 1 – Absent)

9. **ENQUIRIES** – Nil.

10. **CLOSED SESSION**

Whereas the *Municipal Act, 2001*, as amended, a motion to be passed prior to closing part of a meeting to the public;

And whereas the Act requires that the motion states the act of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting;

Now therefore be it resolved that a portion of the Audit Committee meeting to be held on March 4, 2019 shall be closed to the public to deal with the following matter:

The Committee moved into Closed Session at 9:26 a.m.

(Pursuant to Subsection 239 (3.1) of the Municipal Act, 2001)

The security of the property of the municipality or local board - **In Camera #18: Final Audit Report: Transportation & Works Department, Works Operations and Maintenance Division, Traffic Management Section, Traffic Signals and Street Lighting Unit - Street Lighting Program Audit.**

Al Steinbach, Director Internal Audit and Geoff Wright, Commissioner, Transportation and Works spoke to the results of the street lighting audit.

Members of the Committee asked questions related to the subject matter. Janice Baker, City Manager; Wendy Law, Deputy Solicitor; Craig Emick, Information Technology Auditor; and Andy Bate, Manager Traffic Safety answered questions arising from the report.

The committee moved out of closed session at 10:20 A.M.

As a result of the Closed Session, the following recommendation was voted on during public session:

RECOMMENDATION

AC-0005-2019

That the report dated February 20, 2019 from the Director of Internal Audit with respect to final audit report, Transportation & Works Department, Works Operations and Maintenance Division, Traffic Management Section, Traffic Signals and Street Lighting Unit – Street Lighting Program Audit be received for information.

Recorded Vote	YES	NO	ABSENT	ABSTAIN
Mayor B. Crombie			X	
Councillor S. Dasko	X			
Councillor K.Ras	X			
Councillor R.Starr	X			
Councillor D. Damerla	X			

Received (Councillor Ras) (4, 0, 1 – Absent)

11. **ADJOURNMENT** – 10:25 A.M. (Councillor Ras)