



THE REGIONAL MUNICIPALITY OF PEEL

AUDIT AND RISK COMMITTEE

MINUTES

ARC - 1/2018

The Region of Peel Audit and Risk Committee met on February 1, 2018 at 11:00 a.m., in the Regional Council Chambers, 5th Floor, Regional Administrative Headquarters, 10 Peel Centre Drive, Suite A, Brampton, ON.

Members Present: F. Dale; C. Fonseca; G. Miles; K. Ras; A. Thompson*

Members Absent: R. Starr, due to a personal matter

Also Present: D. Szwarc, Chief Administrative Officer; Lorraine Graham-Watson, Commissioner of Corporate Services; P. O'Connor, Regional Solicitor; S. VanOfwegen, Commissioner of Finance and Chief Financial Officer and Acting Commissioner of Digital and Information Services; J. Smith, Commissioner of Public Works; N. Polsinelli, Commissioner of Health Services; J. Sheehy, Commissioner of Human Services; S. Nagel, Treasurer and Director of Corporate Finance; M. Morris, Director, Internal Audit; K. Lockyer, Regional Clerk; H. West, Committee Clerk; D. Obaseki, Legislative Assistant

Chaired By Chris Fonseca

1. DECLARATIONS OF CONFLICTS OF INTEREST – Nil

2. APPROVAL OF AGENDA

RECOMMENDATION ARC-1-2018:

That the agenda for the February 1, 2018 Audit and Risk Committee meeting, be approved.

* See text for arrivals

◆ See text for departures

3. DELEGATIONS

- 3.1. **Stephen VanOfwegen, Commissioner of Finance and Chief Financial Officer and Acting Commissioner of Digital and Information Services, Region of Peel,** Presenting the 2016 Government Finance Officers Association Canadian Award for Financial Reporting to Corporate Finance Staff

Received

Stephen VanOfwegen, Commissioner of Finance and Chief Financial Officer, recognized staff from the Corporate Finance team for their work on the 2016 Annual Financial Report. He announced that the Region of Peel received the Government Finance Officers Association Canadian Award for Excellence in Accounting and Financial Reporting for 2016, for the 16th consecutive year.

Councillor Miles and Councillor Ras congratulated staff noting the Community for Life Annual Report is an excellent reference document.

Councillor Thompson arrived at 11:08 a.m.

4. REPORTS

- 4.1. **Facility and Occupant Services Audit**
Presentation by Cheryl Remm, Manager, Facility and Occupant Services, Real Property Asset Management and Michelle Morris, Director, Internal Audit

Received

Michelle Morris, Director, Internal Audit, provided an overview of the Facility and Occupant Services Audit noting the objective of the audit was to assess whether management has implemented effective and efficient controls, processes, and procedures to ensure that facility related support services are delivered in a safe, timely, and effective manner. She noted that opportunities to standardize and formalize controls were identified in four key areas including: preventative maintenance plan, preventative maintenance activity monitoring and performance measurement, oversight and monitoring of maintenance and repair work performed, and documentation of processes and procedures.

Cheryl Remm, Manager, Facility and Occupant Services, Real Property Asset Management, provided an overview of management action plans addressing the above noted areas.

Councillor Ras suggested that future audit reports provide more detail with respect to the numbers and types of incidents that are dealt with at the Regional facilities and also include clarification of the types of risks as being security risks or financial risks.

In response to a question from Councillor Ras with respect to practices for vendor oversight, Cheryl Remm stated that service level agreements between the Region and its program partners will be included in the service and operational contracts for the vendors.

In response to a question from Councillor Ras with respect to the timing of the development of preventative maintenance plans, Cheryl Remm stated that plans are expected to be completed by March 2019 because the initial set up will be a time intensive project. The initial set-up includes entries for each contract and once set up they can be repeated each year for the term of the contract.

Councillor Miles suggested that the report be shared with Peel Living as they may be interested in adopting a similar process within their portfolio of management agreements.

4.2. 2017 Fraud Information

Received

4.3. Revised 2017 Internal Audit Risk Based Work Plan

Received

4.4. 2018 Internal Audit Risk Based Work Plan

Presentation by Jennifer Weinman, Manager, Internal Audit

Received

RECOMMENDATION ARC-2-2018:

That the 2018 work plan as outlined in the report of the Director of Internal Audit, titled "2018 Internal Audit Risk Based Work Plan", be approved;

And further, that the Director of Internal Audit be authorized to change the 2018 Internal Audit Risk Based Work Plan (the 2018 Work Plan) and report back to a future meeting of the Audit and Risk Committee.

Jennifer Weinman, Manager, Internal Audit, provided highlights of how the 2018 Work Plan was developed and how it will be carried out. She noted that projects included in the 2018 Work Plan may change as risks vary and issues arise. The Director of Internal Audit will update the Committee if changes occur.

In response to a question from Regional Chair Dale with respect to the period of time between audits, Jennifer Weinman stated that a number of audits are conducted on a cyclical basis and others are conducted on a risk basis. The Regional audit team ensures that coverage is managed over the years however, not all areas can be covered on a rotation of three years. She also noted that management must address observations from prior audits and review implementation of the changes before a follow up audit can be scheduled.

Regional Chair Dale suggested that if there are areas that should be audited on a more frequent basis that consideration be given during the budget deliberations regarding staffing requirements.

5. COMMUNICATIONS – Nil

6. IN CAMERA MATTERS – Nil

7. OTHER BUSINESS – Nil

8. NEXT MEETING

The next meeting of the Audit and Risk Committee is scheduled for April 19, 2018 at 11:00 a.m. to 12:30 p.m. in the Council Chamber, 5th floor, Regional Administrative Headquarters, Suite A, 10 Peel Centre Drive, Brampton, Ontario.

Please forward regrets to Jill Jones, Committee Clerk, and (905) 791-7800 ext. 4330 or at jill.jones@peelregion.ca.

9. ADJOURNMENT

The meeting adjourned at 11:35 a.m.