



THE REGIONAL MUNICIPALITY OF PEEL

AUDIT AND RISK COMMITTEE

MINUTES

ARC - 4/2018

The Region of Peel Audit and Risk Committee met on September 20, 2018 at 11:06 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; K. Ras; R. Starr

Members Absent: A. Thompson, due to other municipal business; G. Miles, due to other municipal business

Also Present: D. Szwarc, Chief Administrative Officer; P. Caza, Acting Commissioner of Finance and Chief Financial Officer; S. Baird, Commissioner of Digital and Information Services; M. Killeavy, Acting Commissioner of Corporate Services; S. Jacques, Acting Commissioner of Public Works; N. Polsinelli, Commissioner of Health Services; J. Sheehy, Commissioner of Human Services; P. O'Connor, Regional Solicitor; M. Morris, Director, Enterprise Risk and Audit Services; K. Lockyer, Regional Clerk; J. Jones, Committee Clerk; D. Obaseki, Legislative Assistant

Chaired by Chris Fonseca.

David Szwarc, Chief Administrative Officer informed the Committee that Stephen VanOfwegen, Commissioner of Finance and Chief Financial Officer, received the 2018 Leadership Award from the Municipal Finance Officers' Association of Ontario (MFOA). The MFOA selected Stephen VanOfwegen for the award recognizing his commitment to: implementing municipal finance best practices at the Region of Peel; sharing expertise with the wider municipal sector; and developing and mentoring the next generation of municipal leaders.

1. DECLARATIONS OF CONFLICTS OF INTEREST - Nil

* See text for arrivals

◆ See text for departures

2. APPROVAL OF AGENDA

RECOMMENDATION ARC-8-2018:

That the agenda for the September 20, 2018 Audit and Risk Committee meeting, be approved.

3. DELEGATIONS - Nil

4. REPORTS

4.1. Deloitte 2018 Audit Service Plan

Received

4.2. Status of the 2018 Internal Audit Risk Based Work Plan

Received

4.3. Ontario Works Audit

Presentation by Stella Danos-Papaconstantinou, Director, Community Access; Thomas Yoon, Director, Integrated Business Support; and, Jennifer Weinman, Manager, Enterprise Audit Services

Received

Stella Danos-Papaconstantinou, Director, Community Access; Thomas Yoon, Director, Integrated Business Support; and, Jennifer Weinman, Manager, Enterprise Audit Services provided an overview of the Ontario Works audit, informing the Committee of opportunities to improve controls in the following areas: fraud prevention, communication effectiveness, funding procedures and processes; safety training; and, training effectiveness.

In response to a question from Councillor Ras regarding fraud prevention, Jennifer Weinman, stated that there were no specific incidents of fraud. The report provides preventative actions to address high risk associated with the type of information that is provided to Ontario Works from a large group of clients.

4.4. Use of Employment Agencies Audit

Presentation by Shaifa Kanji, Director, Client Delivery; Patricia Caza, Acting Commissioner of Finance and Chief Financial Officer and Director, Procurement; and, Lynn Guo, Senior Internal Auditor, Enterprise Audit Services

Received

Shaifa Kanji, Director, Client Delivery; Patricia Caza, Acting Commissioner of Finance and Chief Financial Officer and Director, Procurement; and, Lynn Guo, Senior Internal Auditor, Enterprise Audit Services provided an overview of the use of employment agencies audit, informing the Committee of opportunities to strengthen controls and oversight for managing the contract, agencies and temporary staff in the Digital and Information Services Department.

In response to a question from Councillor Ras regarding the high number of temporary staff in the Digital and Information Services Department, Shaifa Kanji stated that temporary staffing is employed on a project by project basis for the implementation of new applications that require specialized skills.

In response to a question from Councillor Ras regarding Long Term Care staffing gaps, Lynn Guo noted that long term care centres operate on a 24 hour, seven day a week basis and temporary staff are employed to cover shifts for vacation or emergency leave to ensure the residents' needs are met.

4.5. Purchasing Card Usage Audit

Presentation by Patricia Caza, Acting Commissioner of Finance and Chief Financial Officer and Director, Procurement; and, Jennifer Weinman, Manager, Enterprise Audit Services

Received

Patricia Caza, Acting Commissioner of Finance and Chief Financial Officer and Director, Procurement; and, Jennifer Weinman, Manager, Enterprise Audit Services provided an overview of the Purchasing Card (P-Card) usage audit, informing the Committee of opportunities to formalize a plan for the P-Card program and further strengthen controls to improve efficiency and effectiveness.

In response to a question from Councillor Starr regarding the number of outstanding P-Cards and purchasing restrictions, Jennifer Weinman noted that there were approximately 160 ambulance cards and 750 Region of Peel cards at the time of the audit. She also noted that merchant restrictions, card-holder maximum purchase limits and supervisor review and approval are completed monthly through the P-card reconciliation process.

In response to a question from Councillor Starr regarding P-Card abuse, Jennifer Weinman noted there is extensive monitoring of P-card usage and Audit staff are notified when there are questionable uses. There have been inadvertent incidents and low dollar misuses that were detected and immediately corrected. There have been no significant abuses of the P-Cards noted during the audit.

In response to a question from Councillor Fonseca regarding lost cards and the ability to use "tap to pay", Jennifer Weinman confirmed that there are controls in place for reporting lost cards and that the "tap to pay" feature is not available on P-card transactions.

In response to a question from Councillor Fonseca regarding the Peel Regional Police (PRP), Jennifer Weinman noted that the PRP have completed their own audit and that the Region and PRP will work together to compare audits for learning purposes.

4.6. **Human Resources Contractor Safety Program Update**

Received

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 February 7, 2019 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 11:54 a.m.