MA-B1-1

THE REGIONAL MUNICIPALITY OF PEEL

AUDIT SUBCOMMITTEE

MINUTES

ASC-2009-4

The Audit Subcommittee met on June 18, 2009, at 8:37 a.m. in the Council Chamber, Regional Administrative Headquarters, 10 Peel Centre Drive, Suite A, Brampton.

Members Present: E. Kolb, C. Corbasson, A. Thompson, R. Whitehead

Absent: G. Miles, due to other municipal business.

Also Present: D. Szwarc, Chief Administrative Officer; N. Trim, Chief Financial Officer and Commissioner of Corporate Services; P. Wallis, Director, Internal Audit; M. Hynes, Acting Director Corporate Finance; C. Clifford, Director, Strategic Innovation and Policy; M. Mehta, Project Manager, Strategic Innovations and Policy; H. West, Committee Clerk

Chaired by Councillor Whitehead

1. DECLARATIONS OF CONFLICTS OF INTEREST

2. APPROVAL OF AGENDA

RECOMMENDATION ASC-6-2009:

That the agenda for June 18, 2009, Audit Subcommittee meeting be approved.

3. DELEGATIONS/PRESENTATIONS

4. REPORTS

Norma Trim, Chief Financial Commissioner and Commissioner of Corporate Services introduced Paul Wallis, the new Director of Internal Audit.

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* See text for arrivals

◆ See text for departures

a) **Process Improvement Initiatives**
Presentation by Curry Clifford, Director, Strategic Innovation and Policy

Received

Curry Clifford provided an update of several new corporate initiatives and process reviews being implemented during 2009 and 2010 to improve operational efficiencies. There is a heightened need to find efficiencies during the current economic downturn as there is an increased demand for regional services while revenue flow has decreased. Curry Clifford identified the three following initiatives underway to achieve increased financial efficiencies:

1) Human Services - Integrated Assessment and Intake (providing a single point of contact within one process);

2) Health Services - Paramedics, Make Ready Process (shifting make ready responsibilities of paramedics to appropriate staff);

3) Health Services – Immunization Records (improving immunization processes and records).

A further update on the success of the initiatives will be presented to the Audit Subcommittee during the fall, 2009.

b) **General Receivables Audit**
Presentation by Monique Hynes, Acting Director, Corporate Finance

Received

Monique Hynes provided an overview of the General Receivables Audit. The process addressed account receivable controls; organizational structure and staff training; statistics; the preparation of the Internal Audit Report and moving forward with the recommendations. Monique Hynes indicated that the average General Receivables is $15 million dollars per month. There was a minimal write-off of $27,000 for General Receivables in 2008.

Councillor Corbasson stated that the write-off of $27,000 was very impressive and inquired how the Regional Municipality of Peel collects outstanding receivables. Monique Hynes responded that an external collection agency is hired to collect outstanding receivables which retains a percentage of the successful collections.

Councillor Corbasson inquired how much interest is collected on overdue accounts for general receivables. Monique Hynes responded that the majority of vendors pay their overdue accounts without paying interest and that interest on balances under $100 are written off. Interest owing on $12,000 from the total amount of $27,000 was written off during 2008.

c) **Status of Outstanding Audit Recommendations**

Received

5. COMMUNICATIONS - Nil

6. IN CAMERA MATTERS - Nil

7. OTHER BUSINESS - Nil

8. NEXT MEETING

The next meeting date of the Audit Subcommittee is scheduled for October 8, 2009 at 8:30 a.m., Regional Administrative Headquarters, Council Chamber, 5th floor, 10 Peel Centre Drive, Suite A, Brampton, ON.

Please forward regrets to Helena West, Legislative Specialist, (905) 791-7800, extension 4697 or helena.west@peelregion.ca.

9. ADJOURNMENT

The meeting adjourned at 8:51 a.m.