



MA-AS-1

THE REGIONAL MUNICIPALITY OF PEEL

AUDIT COMMITTEE

MINUTES

AC-2012-2

The Audit Committee met on Thursday, April 19, 2012, at 9:33 a.m. in the Council Chamber, Regional Administrative Headquarters, 10 Peel Centre Drive, Suite A, Brampton.

Members Present: C. Fonseca; J. Sanderson as alternate for E. Moore; A. Thompson; R. Whitehead

Absent: E. Kolb, due to other municipal business; E. Moore, due to other municipal business; R. Starr; due to other municipal business

Also Present: D. Szwarc, Chief Administrative Officer; N. Trim, Chief Financial Officer and Commissioner of Corporate Services; J. Smith, Commissioner of Health Services; D. Albanese, Director, Transportation; P. Wallis, Director, Internal Audit; C. Reid, Regional Clerk; H. West, Committee Clerk

Chaired by Councillor R. Whitehead.

1. DECLARATIONS OF CONFLICT OF INTEREST - Nil

2. APPROVAL OF AGENDA

RECOMMENDATION AC-3-2012:

That the agenda for the April 19, 2012 Audit Committee meeting, be approved.

3. DELEGATIONS - Nil

4. REPORTS

a) **Audit of Transhelp**

Presentation by Joan Appleton, Manager, Internal Audit and Mark Castro, Manager, Accessible Transportation

Received

A copy of the presentation is available from the Office of the Regional Clerk.

Joan Appleton, Manager, Internal Audit provided an overview of the Transhelp Audit highlighting the audit objectives, observations made and the next steps for follow up. Mark Castro, Manager, Accessible Transportation provided an overview of the management action plan in response to the observations made including: an assessment of contracts and contract provisions; improving controls over payment processing and inventory management; review of client eligibility criteria.

b) **Environmental Health Audit**

Presentation by Joan Appleton, Manager, Internal Audit and Andrea Chiefari, Manager, Support Programs

Received

A copy of the presentation is available from the Office of the Regional Clerk.

Joan Appleton, Manager, Internal Audit provided an overview of the Environmental Health Audit highlighting the audit objectives, observations made and the next steps for follow up. Andrea Chiefari, Manager, Support Programs provided an overview of the management action plan in response to the observations made including developing a work plan to monitor progress of tobacco enforcement; development of a Geographic Information System (GIS) application for routing tobacco inspectors; improve existing process to ensure Tier 1 and Tier 2 Call Centres have the most up to date information.

Councillor Thompson requested clarification on the areas that encompass the Environmental Health Division. Andrea Chiefari responded that there are three key areas:

1. Health Hazards and Vector Borne Disease (air quality and West Nile Virus)
2. General Programs (examples provided: food safety inspectors, inspection of restaurants, pools, rabies investigations and beach water sampling)
3. Joint Support Programs (tobacco enforcement; infection prevention and control; education and information team)

5. **COMMUNICATIONS** – Nil

6. **IN CAMERA MATTERS** - Nil

7. **OTHER BUSINESS** - Nil

8. NEXT MEETING

The next meeting of the Audit Committee is scheduled for May 31, 2012, at 9:30 a.m., Council Chamber, Regional Administrative Headquarters, 10 Peel Centre Drive, Suite A, Brampton.

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

9. ADJOURNMENT

The meeting adjourned at 9:54 a.m.