



MA-B2-1

THE REGIONAL MUNICIPALITY OF PEEL

AUDIT COMMITTEE

MINUTES

AC-2013-2

The Audit Committee met on Thursday, April 18, 2013, at 8:34 a.m. in the Council Chamber, Regional Administrative Headquarters, 10 Peel Centre Drive, Suite A, Brampton.

Members Present: C. Fonseca; E. Kolb\*; J. Sanderson; R. Starr\*; A. Thompson; R. Whitehead

Absent: Nil

Also Present: D. Szwarc, Chief Administrative Officer; N. Trim, Chief Financial Officer and Commissioner of Corporate Services; D. Labreque, Commissioner of Public Works; J. Smith; Commissioner of Health Services; A. Persaud, Director, Internal Audit; A. Macintyre, Acting Regional Clerk; H. West, Committee Clerk; J. Schwartz, Acting Legislative Assistant

1. **DECLARATIONS OF CONFLICTS OF INTEREST - Nil**

2. **APPROVAL OF AGENDA**

RECOMMENDATION AC-4-2013:

That the agenda for the April 18, 2013 Audit Committee meeting, be approved.

3. **DELEGATIONS**

- a) **Norma Trim, Chief Financial Officer and Commissioner of Corporate Services; Dave Bingham, Treasurer and Director, Corporate Finance; Monique Hynes, Manager, Accounting Services,** Presenting the 2011 Government Finance Officers Association Canadian Award for Financial Reporting

Received

*E. Kolb, Regional Chair arrived at 9:35 a.m.  
Councillor Starr arrived at 9:35 a.m.*

Norma Trim, Chief Financial Commissioner and Commissioner of Corporate Services introduced Anil Persaud, as the new Director of Internal Audit.

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\* See text for arrivals

♦ See text for departures

Norma Trim, Chief Financial Officer and Commissioner of Corporate Services announced that the Region of Peel received the Government Finance Officers Association (GFOA) Canadian Award for Excellence in Accounting and Financial Reporting for 2011, for the 11th consecutive year. She thanked staff for their efforts and contributions.

#### 4. REPORTS

##### a) **Accounts Payable Spend Risk Analysis Audit**

Presentation by Joan Appleton, Manager, Internal Audit; Dave Bingham, Director, Corporate Finance; James Macintyre, Director, Purchasing and Project Management

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 Accounts Payable Spend Risk Analysis Audit noting that the processing of payment is effectively managed and that Accounts Payable customers are satisfied with the support services provided by Accounts Payable. Dave Bingham, Director, Corporate Finance and James Macintyre, Director, Purchasing and Project Management provided an overview of the management action plans that have been developed to strengthen administrative processes identified in the risk mitigation strategies.

Councillor Starr queried the percentage of the total dollar value of invoice payments which has been increased by approximately 34 per cent since 2007, as listed on page two of the report. He suggested that the percentage should be higher than 34 per cent. Joan Appleton confirmed that the figure should be higher and she undertook to review and amend the report accordingly.

##### b) **Status of Management Action Plans**

Received

Councillor Whitehead suggested that workshops be held for Members of the Audit Committee so that the Audit process can be more interactive and review the Audit objectives to better understand key risks and challenges facing the Region of Peel.

#### 5. COMMUNICATIONS - Nil

#### 6. IN CAMERA MATTERS - Nil

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\* See text for arrivals

† See text for departures

**7. OTHER BUSINESS**

- a) **Oral Update by James Macintyre, Director, Purchasing and Project Management, regarding Medical Equipment and Supplies for Peel Regional Paramedics - Document Number 2010-251P**

James Macintyre, Director, Purchasing and Project Management stated that the Commissioner of Employee and Business Services was directed to report back with pricing prior to the renewal of the optional terms of the medical supplies contract to ensure that best value is provided. It has been determined not to continue with the optional terms of the contract, but to go back to the market place to acquire better pricing.

- b) **May 30, 2013 Audit Committee (AC) Meeting**

Anil Persaud, Director, Internal Audit stated there are no urgent matters that need to be brought forward to the May 30, 2013 Audit Committee meeting. The Committee concurred to cancel the meeting.

Councillor Starr stated that the Audit Committee agenda could be managed better to ensure that the full length of time allotted for the meeting is utilized.

Regional Chair Kolb requested staff to provide a review of the cost and evaluation of Professional Engineering Consultant fees. Dan Labrecque, Commissioner, Public Works responded that the Professional Engineering fees add large costs to contracts and that staff are trying to accurately scope jobs to provide for a tender process, instead of issuing a request for proposal which often increases consultant fees. He undertook to work with the Director of Internal Audit and the Director of Purchasing and Project Management and will provide further information at a future meeting.

**8. NEXT MEETING**

The next meeting of the Audit Committee is scheduled for May 2, 2013, 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](mailto:helena.west@peelregion.ca).

**9. ADJOURNMENT**

The meeting adjourned at 9:02 a.m.

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♦ See text for departures