



THE REGIONAL MUNICIPALITY OF PEEL

AUDIT SUBCOMMITTEE

MINUTES

ASC-2009-3

The Audit Subcommittee met on May 7, 2009, at 8:35 a.m. in the Council Chamber, Regional Administrative Headquarters, 10 Peel Centre Drive, Brampton.

Members Present: E. Kolb, G. Miles\*, A. Thompson, R. Whitehead

Absent: C. Corbasson

Also Present: D. Szwarc, Chief Administrative Officer; N. Trim, Acting Chief Financial Officer and Commissioner of Corporate Services; B. Wilson, Director, Internal Audit; M. Hynes, Acting Director Corporate Finance; C. Reid, Acting Commissioner Employee and Business Services; J. Weinman, Manager Internal Audit; M. Goldrup, Director Human Resources; J. Austin, Manager Workplace Health & Safety; Ron Kucharski, Manager Compensation & Benefits; H. West, Committee Clerk

*Councillor Whitehead presided.*

1. **DECLARATIONS OF CONFLICT OF INTEREST – Nil.**

2. **APPROVAL OF AGENDA**

RECOMMENDATION ASC-5-2009:

That the agenda for May 7, 2009, Audit Subcommittee meeting be approved.

3. **DELEGATIONS/PRESENTATIONS**

- a) **Risk is Everyone's Business** Presentation by Beate Wilson, Director, Internal Audit and Jennifer Weinman, Manager, Internal Audit

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\* See text for arrivals

◆ See text for departures

Received

Councillor Whitehead, Committee Chair recognized Beate Wilson for her excellent and dedicated work as Director of Internal Audit for the Regional Municipality of Peel noting that this will be Beate's last Audit Subcommittee meeting before she retires on May 15, 2009.

Regional Chair Emil Kolb, on behalf of Regional Council thanked Beate Wilson for her leadership of Internal Audit and her commitment to trust, confidence and excellence in the service provided to the Regional Municipality of Peel. Regional Chair Kolb wished her all the best in her retirement years.

Beate Wilson thanked the Audit Subcommittee for having the pleasure of working with the present and past members of the Committee.

Beate Wilson stated that in the latter part of 2008, Internal Audit developed a new corporate wide risk assessment methodology and implemented an assessment of risk across all of the divisions in the corporation. Beate Wilson introduced Jennifer Weinman, Manager of Internal Audit who provided a presentation regarding the nature of risk.

Regional Chair Kolb raised concern with utility relocates as a risk of increased costs to Regional road projects. He provided an example of a road widening from four to six lanes, noting that hydro poles may have been erected on the side of the four lane roadways across the Province where future road widenings should have been anticipated. Councillor Thompson concurred with Regional Chair Kolb noting that there are similar risk issues with Conversation Authorities in assessing and managing a road widening. Councillor Thompson referred to current difficulties with the installation of water lines along Heritage Road. Beate Wilson responded that these are risk issues that could be assessed with stakeholders of the Regional Municipality of Peel.

#### **4. REPORTS**

**a) 2008 Corporate Wide Risk Assessment Results**

Received

**b) Internal Audit Risk Based Work Plan 2009 – 2011**

Received

**c) Human Resources Non Union Benefit Plan Audit**

Presentation by Mike Goldrup, Director, Human Resources

See also Item 4d

Received

Mike Goldrup provided an overview of the audit of the Human Resources Non Union Benefit Plan which audited the Sun Life payment system; administration of the insurance portion of the plan; communication and data management. There were 28 observations made from the Audit team,

13 observations from the Non Union Benefit Plan and 15 observations from the Non Union Sick Leave Plan. Mike Goldrup announced that 23 of the items are in progress for completion with the majority of them to be completed in 2009.

**d) Human Resources Non Union Sick Leave Plan Audit**  
Presentation by Mike Goldrup, Director, Human Resources

See also Item 4c

Received

Councillor Miles arrived at 9:20 a.m.

Mike Goldrup addressed the observations made by the Audit team regarding the Non Union Sick Leave Plan Audit and discussed the action plan and target dates to address the observations.

Regional Chair Kolb enquired if the Regional Municipality of Peel will need more staff to manage the benefit program to increase accountability and realize cost savings over the long term. Mike Goldrup responded that changes have been implemented for cost containment, which was remarkably successful, resulting with the annual increase in benefit costs of 10-12 per cent being reduced to 3 per cent. Regional Chair Kolb asked that Human Resources staff report back on the progress made by implementing the action plans in the fall of 2009.

**6. NEXT MEETING**

Thursday, June 18, 2009, 8:30 a.m. – 9:30 a.m.  
Council Chamber, 5<sup>th</sup> Floor  
Regional Administrative Headquarters  
10 Peel Centre Drive, Suite A  
Brampton, Ontario

**7. OTHER BUSINESS**

**8. ADJOURNMENT**

The meeting adjourned at 9:35 a.m.