



THE REGIONAL MUNICIPALITY OF PEEL

AUDIT COMMITTEE

MINUTES

AC-2012-4

The Audit Committee met on Thursday, September 13, 2012, at 8:37 a.m. in the Council Chamber, Regional Administrative Headquarters, 10 Peel Centre Drive, Suite A, Brampton.

Members Present: C. Fonseca; E. Kolb; R. Starr; A. Thompson; R. Whitehead

Absent: E. Moore, due to other municipal business

Also Present: D. Szwarc, Chief Administrative Officer; R.K. Gillespie, Commissioner of Employee and Business Services; D. Bingham, Acting Chief Financial Officer and Commissioner of Corporate Services; J. Smith, Commissioner of Health Services; J. Weinman, Acting Director, Internal Audit; K. Lockyer, Regional Clerk and Director of Clerk's; H. West, Committee Clerk

Chaired by Councillor R. Whitehead

1. DECLARATIONS OF CONFLICT OF INTEREST

2. APPROVAL OF AGENDA

RECOMMENDATION AC-5-2012:

That the agenda for the September 13, 2012 Audit Committee meeting, be approved.

3. DELEGATIONS

4. REPORTS

a) Long Term Care Audit

Presentation by Jennifer Weinman, Acting Director, Internal Audit & Carolyn Clubine, Director, Long Term Care

Received

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

Jennifer Weinman, Acting Director, Internal Audit provided an overview of the Long Term Care Audit which focused on the administrative processes and procedures stating that the Ministry of Health and Long Term Care reviews the operational processes and procedures. She reviewed the audit objective, observations made and opportunities that exist noting that the current processes and procedures are effective. Carolyn Clubine, Director, Long Term Care provided the management response to the opportunities, which are being integrated in the administrative processes. Jennifer Weinman stated that management has developed action plans to address the risks that were identified during the audit.

Councillor Thompson inquired when the software tools will be incorporated to provide greater efficiency to the Long Term Care facilities. Carolyn Cubine responded that the software has been installed in the Tall Pines facility and the other four homes will receive installation in the near future adding that touch screen terminals will be installed in the Long Term facilities prior to the end of 2012.

b) Deloitte 2012 Audit Service Plan

Presentation by Trevor Ferguson, Partner and Lilian Cheung, Manager, Deloitte & Touche

Received

Trevor Ferguson, Partner, Deloitte & Touche provided a high level overview of the executive summary of the 2012 Audit Service Plan. Trevor Ferguson stated that one of the Auditor's responsibility regarding fraud and error is to have communication with the Members of the Audit Committee regarding:

- their beliefs and views about the risk of fraud;
- their knowledge of any actual suspected or alleged fraud; and
- the role that they exercise in the oversight of management's antifraud programs.

Trevor Ferguson requested that Members of the Audit Committee send an email to the Region of Peel Treasurer to provide a response to the aforementioned questions. The Treasurer will then in turn provide a response to the Auditor. Lilian Cheung, Manager, Deloitte & Touche provided an overview of the audit risks identified for the year noting that the conclusions of the risks will be reported back to the Audit Committee in Deloitte's year end report.

Councillor Thompson inquired if the Region of Peel is on track with risk and asset management. Trevor Ferguson responded that the scope of the auditor is to provide an audit opinion on financial statements, however he undertook to provide high level details regarding risk management during the Deloitte's presentation of the year end report.

5. COMMUNICATIONS

6. IN CAMERA MATTERS

7. OTHER BUSINESS

8. NEXT MEETING

The next meeting of the Audit Committee is scheduled for November 1, 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 8:59 a.m.