
Audit Committee

Date: March 1, 2021
Time: 9:30 AM
Location: Online Video Conference

Members Present	Mayor Bonnie Crombie	
	Councillor Stephen Dasko	Ward 1 (Vice-Chair)
	Councillor Karen Ras	Ward 2
	Councillor Ron Starr	Ward 6
	Councillor Dipika Damerla	Ward 7 (Chair)

Staff Present

Paul Mitcham, City Manager and Chief Administrative Officer
Gary Kent, Commissioner of Corporate Services and Chief Financial Officer
Wesley Anderson, Manager, Financial and Treasury Services
Luis Souza, Director, Internal Audit
Shawn Slack, Director, Information Technology and Chief Information Officer
Mark Beauparlant, Manager Financial and Treasury Services
Amy Truong, Senior Auditor, Internal Audit
Vandana Waghela, Internal Auditor, Internal Audit
Barbara Webster, Senior Internal Auditor, Internal Audit
Connie Mesih, Director, Revenue and Material Management
Sacha Smith, Manager, Legislative Services and Deputy Clerk
Megan Piercey, Legislative Coordinator

1. CALL TO ORDER – 9:30 AM

1.1 Appointment of Vice-Chair

Councillor Ras nominated Councillor Dasko.

Councillor Dasko accepted the nomination of Vice-Chair of the Audit Committee for the term ending November 14, 2022, or until a successor is appointed.

RECOMMENDATION AC-0001-2021

Moved By Councillor Ras

That Councillor Stephen Dasko be appointed as Vice-Chair of the Audit Committee for the term ending November 14, 2022, or until a successor is appointed.

YES (5): Mayor Crombie, Councillor Dasko, Councillor Ras, Councillor Starr, and Councillor Damerla

Carried (5 to 0)

2. APPROVAL OF AGENDA

Approved (Councillor Ras)

3. DECLARATION OF CONFLICT OF INTEREST - Nil

4. MINUTES OF PREVIOUS MEETING

4.1 Audit Committee Minutes - December 7, 2020

Approved (Councillor Dasko)

5. DEPUTATIONS - Nil

6. PUBLIC QUESTION PERIOD - 15 Minute Limit – Nil

7. CONSENT AGENDA – Nil

8. MATTERS CONSIDERED

8.1 Final Audit Reports:

1. Corporate Services Department, Finance Division, Accounts Payable Section – Procurement Cards Audit

2. Corporate Services Department, Information Technology Division – IT Projects Audit

Amy Truong, Senior Internal Auditor provided a presentation on the Corporate Services Department, Finance Division, Accounts Payable Section – Procurement Cards Audit. Ms. Truong spoke to the scope, objectives and observations regarding the audit. Ms. Truong advised that a total of 10 recommendations resulted from this audit and noted that Management agreed to all 10 recommendations, which should be completed by the end of 2021.

Committee Members engaged in discussion and enquired about outstanding procurement cards, determining misuse of procurement cards, the sample size of the audit and concerns with purchase splitting.

Ms. Truong responded to enquires and advised the following:

- 1200 procurement cards were outstanding;
- Misuse of procurement cards would be determined by Management or Finance based on judgment calls;
- The sample consisted of 50-70 reports; and
- Accounts Payable would be requested to complete an analysis to pinpoint purchase splitting for the year or the quarter.

Vandana Waghela, Internal Auditor provided a presentation on the Corporate Services Department, Information Technology Division – IT Projects Audit. Ms. Waghela spoke to the scope, objectives and observations regarding the audit. Ms. Waghela advised that a total of 8 recommendations resulted from this audit and noted that Management had agreed to all 8 recommendations. Ms. Waghela further advised that 1 would be completed by end of December 2021, 2 would be completed by end of June 2022, and the remaining 5 would be completed by March 2023.

Councillor Ras enquired about time tracking and efficiency within the IT department. Shawn Slack, Director, Information Technology & Chief Information Officer responded.

RECOMMENDATION AC-0002-2021

Moved By Councillor Ras

That the report dated February 16, 2021 from the Director, Internal Audit with respect to final audit reports:

1. Corporate Services Department, Finance Division, Accounts Payable Section – Procurement Cards Audit; and
 2. Corporate Services Department, Information Technology Division – IT Projects Audit
- be received for information.

YES (4): Councillor Dasko, Councillor Ras, Councillor Starr, and Councillor Damerla

ABSENT (1): Mayor Crombie

Carried (4 to 0)

8.2 Status of Outstanding Audit Recommendations as of December 31, 2020

Councillor Dasko enquired if there were any updates to the Street Lighting Program. Gary Kent, Commissioner of Corporate Services and Chief Financial Officer advised that he would follow up with Geoff Wright, Commissioner, Transportation & Works and update the Councillor.

RECOMMENDATION AC-0003-2021

Moved By Councillor Dasko

That the Corporate Report dated February 8, 2021 from the City Manager & Chief Administrative Officer regarding the status of outstanding audit recommendations as of December 31, 2020 be received for information.

YES (4): Councillor Dasko, Councillor Ras, Councillor Starr, and Councillor Damerla

ABSENT (1): Mayor Crombie

Carried (4 to 0)

9. OTHER BUSINESS

Councillor Ras enquired about moving to an Auditor General Model and requested a report be brought back to Audit Committee. Gary Kent, Commissioner of Corporate Services and Chief Financial Officer advised that staff would provide a short report back to Audit Committee and noted that this matter would need to be discussed at Governance Committee as well.

10. DATE OF NEXT MEETING - May 3, 2021

11. ADJOURNMENT – 10:08 AM (Councillor Starr)