

MINUTES



AUDIT COMMITTEE

THE CORPORATION OF THE CITY OF MISSISSAUGA

MONDAY, MARCH 7, 2011 – 9:00 AM

**COUNCIL CHAMBER, 2ND FLOOR, CIVIC CENTRE,
300 CITY CENTRE DRIVE, MISSISSAUGA, ONTARIO L5B 3C1**
<http://www.mississauga.ca>

Members Present

Councillor Jim Tovey, Ward 1
Councillor Pat Mullin, Ward 2 (Chair)
Councillor Chris Fonseca, Ward 3
Councillor Ron Starr, Ward 6

Members Absent

Mayor Hazel McCallion (*ex officio*)

Staff Present

Janice Baker, City Manager and Chief Administrative Officer
Brenda R. Breault, Commissioner, Corporate Services and Treasurer
Martin Powell, Commissioner, Transportation and Works
Ed Sajecki, Commissioner, Planning and Building
Patti Spencer-Elliott, Director, Finance Division
Sally Eng, Director, Internal Audit, City Manager's Office
Mark Beauparlant, Manager, Financial Services, Finance Division
Jessica Reid, Legislative Coordinator, Office of the City Clerk

Others Present

Kevin Travers, Associate Partner, KPMG

CALL TO ORDER – 9:04 a.m. (Jessica Reid)

APPOINTMENT OF CHAIR

Jessica Reid declared the opening of nominations for appointment of Chair of the Audit Committee for the term of office to November 30, 2012.

NOMINATION: Moved by Jim Tovey Seconded by: Chris Fonseca
That Pat Mullin be nominated to the office of Chair.

MOTION: Moved by Ron Starr
That nominations for the office of Chair be closed.
Carried

AC-0001-2011
That Pat Mullin be appointed to the office of Chair of the Audit Committee for the term of office to November 30, 2012.
Carried (Jim Tovey)

Councillor Mullin convened the meeting as Chair.

DECLARATIONS OF (DIRECT OR INDIRECT) PECUNIARY INTEREST - Nil

MINUTES OF PREVIOUS MEETING

A. Minutes of Previous Meeting

AC-0002-2011
That the minutes of the Audit Committee meeting held on November 22, 2010 be approved as presented.

Approved (Jim Tovey)

APPROVAL OF THE AGENDA

Approved (Ron Starr)

The Chair invited Chris Mackie, representative from MIRANET, forward. Mr. Mackie had indicated to staff an interest in bringing an inquiry forward to Committee. Mr. Mackie was heard under Deputation A.

PRESENTATIONS/DEPUTATIONS

- A. Chris Mackie, MIRANET, brought forward an inquiry to Committee. He advised that the inquiry was originally submitted by MIRANET to Budget Committee last fall, and that it remained outstanding. The outstanding inquiry requested a list of all consulting projects to be undertaken in 2010-2011 including detailed information on dollar values and other information. Mr. Mackie explained that the response given by staff through Budget Committee was that the requested information was not readily available and would take significant time to compile. Mr. Mackie commented that this information should be more readily available.

Brenda Breault responded to the inquiry and advised that the requested information was stored in multiple locations and through multiple departments; therefore the report requires considerable staff resources to compile. Ms. Breault recognized that this is an issue and advised that staff are looking at possible steps to improve the retrieval of this information.

In response to an inquiry from Councillor Starr, Brenda Breault explained that this is not within the role of Audit Committee and that the matter is being reviewed by staff.

- B. Sally Eng explained the role of Audit Committee and the Internal Audit Function.

Members posed questions to staff about the process. Councillor Tovey requested copies of ten to twelve previous Audit Reports.

MATTERS CONSIDERED

1. Internal Audit Work Plan for 2011

Corporate Report dated February 18, 2011 from the Director, Internal Audit

AC-0003-2011

That the report dated February 18, 2011 from the Director of Internal Audit, with respect to the Internal Audit work plan for 2011, be approved.

Approved (Jim Tovey)

2. Final Audit Reports:

- (a) Transportation & Works Department – Enforcement Division, Mobile Licensing Revenue and Cash Handling Audit
- (b) Planning & Building Department, Development Applications Audit

Corporate Report dated February 11, 2011 from the Director, Internal Audit

- (a) Transportation & Works Department – Enforcement Division, Mobile Licensing Revenue and Cash Handling Audit

Barbara Webster, Audit Associate, Internal Audit, provided an overview of the Audit by highlighting the background, objectives and summary of the observations. She advised of the status of the twenty-one recommendations resulting from the Audit.

Councillors Tovey posed questions to Ms. Webster with respect to access controls on the software, counterfeit currency and the follow up role of Internal Audit as it relates to each Audit.

Councillor Starr questioned the manner in which individuals come forward with payment and the License renewal processes.

In response to questions from Councillor Fonseca, Jamie Hinton, Acting Director, Enforcement Division, explained the Licensing process.

In response to an inquiry from Councillor Mullin, Ms. Webster advised that when discrepancies were identified by Audit, they were rectified immediately. Mrs. Webster and Mr. Hinton explained the matter of outstanding fines and their inability to access up-to-date information through the ICON system.

- (b) Planning & Building Department, Development Applications Audit

Keith Kamino, Senior Internal Auditor, Internal Audit, provided an overview of the background, objectives, key observations, and the status of the Audit recommendations.

In response to Councillors Mullin and Tovey's inquiries, Mr. Kamino explained the process for the tracking of Receipt forms and the process for receipt of development fees. Marilyn Ball, Director, Development and Design Division, commented on Councillor Tovey's suggestion that applicants make their payment for development applications at the main Cashier's desk.

In response to Councillor Fonseca's inquiry for the possibility of processing payments electronically, Ms. Ball explained the need for some portions of the process to continue to be processed manually. However, it is possible that in the future some steps of the payment process may be undertaken electronically. Additionally, Ms. Ball explained the complexity of development fee calculations.

Councillor Tovey questioned the issue of Grandfathering of development applications. Ms. Ball explained the discrepancy with respect to the Grandfathering clause in the By-laws and advised that the By-law will be amended in a future Planning and Development Committee meeting to correct the discrepancy.

AC-0004-2011

That the report dated February 11, 2011 from the Director of Internal Audit with respect to final audit reports for the Planning & Building Department, Development Applications Audit and the Transportation & Works Department – Enforcement Division, Mobile Licensing Revenue and Cash Handling Audit, be received for information.

Received for information (Chris Fonseca)

CLOSED SESSION - Nil

INQUIRIES - Nil

ADJOURNMENT – 10:41 a.m. (Ron Starr)