

**THE REGIONAL MUNICIPALITY OF NIAGARA
AUDIT COMMITTEE
OPEN SESSION**

**AC 1-2019
Monday, February 4, 2019
Council Chamber
Niagara Region Headquarters, Campbell West
1815 Sir Isaac Brock Way, Thorold, ON**

Committee: Bradley (Regional Chair), Foster, Redekop, Rigby (Committee Chair), Whalen (Committee Vice-Chair)

Absent/Regrets: Gale, Sendzik

Staff: H. Chamberlain, Director, Financial Management & Planning/Deputy Treasurer, C. Creemer, Manager, Employee Services Operations, M. Franklin, Commander/Manager, Quality Management & Professional Standards, X. Gao, Internal Audit Analyst, L. Gigliotti, Associate Director, Employee Services, T. Harrison, Commissioner/Treasurer, Enterprise Resource Management Services, M. Jurczyk, Director, Internal Control & Organizational Performance, F. Marcella, Internal Auditor, R. McDougall, Manager, EMS Logistics, A.-M. Norio, Regional Clerk, M. Ojisua, Process & Compliance Auditor, M. Trennum, Deputy Regional Clerk, R. Tripp, Acting Chief Administrative Officer

1. CALL TO ORDER

Matthew Trennum, Deputy Regional Clerk, called the meeting to order at 1:03 p.m.

2. DISCLOSURES OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

3. SELECTION OF CHAIR AND VICE-CHAIR

3.1 Call for Nominations for Committee Chair

Matthew Trennum, Deputy Regional Clerk, called for nominations for the position of Chair of the Audit Committee for the 2019-2020 term.

Moved by Councillor Whalen
Seconded by Councillor Foster

That Councillor Rigby **BE NOMINATED** as Chair of the Audit Committee for a two-year term (2019-2020).

3.2 Motion to Close the Nominations for Committee Chair

Matthew Trennum, Deputy Regional Clerk, called a second and third time for nominations for the position of Audit Committee Chair.

There being no further nominations it was:

Moved by Councillor Whalen
Seconded by Councillor Foster

That nominations for the position of Chair of the Audit Committee for the 2019-2020 term, **BE CLOSED**.

Carried

3.3 Voting for Position of Committee Chair

There being only one nominee for the position of Committee Chair, the Deputy Clerk announced that Councillor Rigby would be the Audit Committee Chair for a two-year term (2019-2020).

3.4 Call for Nominations for Committee Vice-Chair

Matthew Trennum, Deputy Regional Clerk, called for nominations for the position of Vice-Chair of the Audit Committee for the 2019-2020 term.

Moved by Councillor Rigby
Seconded by Councillor Foster

That Councillor Whalen **BE NOMINATED** as Vice-Chair of the Audit Committee for a two-year term (2019-2020).

3.5 Motion to Close the Nominations for Committee Vice-Chair

Matthew Trennum, Deputy Regional Clerk, called a second and third time for nominations for the position of Audit Committee Vice-Chair.

There being no further nominations it was:

Moved by Councillor Rigby
Seconded by Councillor Foster

That nominations for the position of Vice-Chair of the Audit Committee for the 2019-2020 term, **BE CLOSED**.

Carried

3.6 Voting for Position of Committee Vice-Chair

There being only one nominee for the position of Committee Vice-Chair, the Deputy Clerk announced that Councillor Whalen would be the Audit Committee Vice-Chair for a two-year term (2019-2020).

At this point in the meeting, Councillor Rigby assumed the Chair.

4. **PRESENTATIONS**

4.1 Audit Committee Orientation

Helen Chamberlain, Director/Deputy Treasurer, Financial Management and Planning, and Maciej Jurczyk, Director, Internal Controls and Organizational Performance, provided information respecting Audit Committee Orientation. Topics of the presentation included:

- Audit Committee Mandate
- External Audit: What we do
- Financial Management and Planning: Who we are
- External Audit: Examples of Special Audits
- Internal Controls and Organizational Performance
- Internal Audit: What we do / Who we are
- Internal Audit: Examples of Past Projects / Future Projects

Councillor Information Request(s):

Provide an organizational chart with an expanded view of the Financial Management and Planning division, which shows the number of full time employees (FTEs). Councillor Redekop.

5. **DELEGATIONS**

There were no delegations.

6. ITEMS FOR CONSIDERATION

6.1 AC-C 5-2019

2019 Internal Audit Plan

Moved by Councillor Whalen

Seconded by Councillor Redekop

That Report AC-C 5-2019, dated February 4, 2019, respecting 2019 Internal Audit Plan, **BE RECEIVED** and the following recommendation **BE APPROVED**:

That the 2019 Internal Audit Plan, attached as Appendix I of Report AC-C 5-2019, **BE APPROVED**.

Carried

6.2 AC-C 7-2019

Controlled Medications Inventory Audit

Moved by Councillor Foster

Seconded by Councillor Whalen

That Report AC-C 7-2019, dated February 4, 2019, respecting Controlled Medications Inventory Audit, **BE RECEIVED** and the following recommendation **BE APPROVED**:

That staff **BE DIRECTED** to implement the recommendations in Appendix 1 and Confidential Appendix 2 of Report AC-C 7-2019, respecting Controlled Medications Inventory Audit.

Carried

6.3 AC-C 4-2019

Payroll Audit: Phase 2 - Payroll Processing

Moved by Councillor Foster

Seconded by Councillor Whalen

That Report AC-C 4-2019, dated February 4, 2019, respecting Payroll Audit: Phase 2 – Payroll Processing, **BE RECEIVED** and the following recommendations **BE APPROVED**:

That staff **BE DIRECTED** to implement the recommendations in Appendix 1 of Report AC-C 4-2019, respecting Phase 2 – Payroll Processing.

Carried

6.4 AC-C 1-2019

2019 Audit Committee Meeting Schedule

Moved by Councillor Foster

Seconded by Regional Chair Bradley

That Report AC-C 1-2019, dated February 4, 2019, respecting 2019 Audit Committee Schedule, **BE RECEIVED** and the following recommendation **BE APPROVED**:

1. That the Audit Committee Meetings **BE HELD** on Mondays at 1:00 p.m. on the following dates in 2019:

March 18, May 6, June 24, September 9 and December 2.

Carried

7. **CONSENT ITEMS FOR INFORMATION**

Moved by Regional Chair Bradley

Seconded by Councillor Whalen

That the following items **BE RECEIVED** for information:

AC-C 3-2019

Q1 2019 Follow-up Status of Audit Recommendation

AC-C 6-2019

Audit Plan Progress Update Dashboard

Carried

8. **OTHER BUSINESS**

There were no items of other business.

9. **CLOSED SESSION**

Committee did not resolve into closed session.

10. **BUSINESS ARISING FROM CLOSED SESSION**

Committee did not resolve into closed session.

11. **NEXT MEETING**

The next meeting will be held on Monday, March 18, 2019 at 1 p.m. in the Council Chamber.

12. ADJOURNMENT

There being no further business, the meeting adjourned at 1:45 p.m.

Tim Rigby
Committee Chair

Matthew Trennum
Deputy Regional Clerk

Ann-Marie Norio
Regional Clerk