



Minutes

Audit Committee

The Corporation of the City of Brampton

Monday, February 24, 2025

Members Present: Regional Councillor D. Keenan, Chair
Regional Councillor P. Vicente, Vice-Chair
Regional Councillor N. Brar
Regional Councillor M. Palleschi (arrived at 9:35 a.m. - personal)
Regional Councillor G. Toor
Nicole Russell, Citizen Member

Staff Present: Marlon Kallideen, Chief Administrative Officer
Bill Boyes, Commissioner, Community Services
Steve Ganesh, Commissioner, Planning, Building and Growth
Management
Laura Johnston, Commissioner, Legislative Services
Alex Milojevic, Commissioner, Corporate Services
Peter Pilateris, Commissioner, Public Works and Engineering
Sameer Akhtar, City Solicitor
Fang (Claire) Mu, Director, Internal Audit
Brad Cecile, Manager, Internal Audit
Cynthia Kenth, Senior Advisor, Audit Communications, Internal
Audit
Rachel Coulter, Advisor, Research, Administrative Services and
Special Projects, Internal Audit
Genevieve Scharback, City Clerk
Tammi Jackson, Legislative Coordinator
Sonya Pacheco, Legislative Coordinator

1. **Call to Order**

The meeting was called to order at 9:30 a.m. and adjourned at 10:24 a.m.

2. **Approval of Agenda**

The following motion was considered.

AU001-2025

That the agenda for the Audit Committee Meeting of February 24, 2025, be approved, as published and circulated.

Carried

3. **Declarations of Interest under the Municipal Conflict of Interest Act**

Nil

4. **Consent**

The following items listed with a caret (^) were considered to be routine and non-controversial by the Committee and were approved at one time.

6.3, 6.5

The following motion was considered.

AU002-2025

That the following items to the Audit Committee Meeting of February 24, 2025 be approved as part of Consent:

6.3, 6.5

Carried

5. **Presentations\Delegations**

Nil

6. Reports - Internal Audit

6.1 Staff Report re: Building Permit Audit 2024 Report

Brad Cecile, Manager, Internal Audit, and Farhad Habibi, Director, Building/Chief Building Official, Planning Building and Growth Management, provided a presentation on the Building Permit Audit.

Staff responded to questions from Committee with respect to the following:

- Building permit application review process
- Process for issuing and closing building permits, including inspections
- Clarification regarding the monitoring of open occurrences
- Clarification regarding the monitoring and prioritization of open permit applications
- 2024 Ontario Building Code and status of updates to the Standard Operating Procedures (SOP)

The following motion was considered.

AU003-2025

1. That the report from Brad Cecile, Manager, Internal Audit, to the Audit Committee Meeting of February 24, 2025, re: **Building Permit Audit 2024 Report**, be received; and
2. That the recommendations contained in Appendix 1: Building Permit Audit 2024 Report be approved.

Carried

6.2 Staff Report re: Internal Audit Quality Assurance and Improvement Program

Claire Mu, Director, Internal Audit, provided a presentation titled "Quality Assurance and Improvement Program".

The following motion was considered.

AU004-2025

1. That the report from Mia Cui, Manager, Internal Audit, to the Audit Committee Meeting of February 24, 2025, re: **Internal Audit Quality Assurance and Improvement Program**, be received; and

2. That the proposed Quality Assessment and Improvement Program documents included in Appendix 1 – Quality Assurance and Improvement Program Summary and Appendix 2 – External Quality Assessment Plan, be approved.

Carried

6.3 ^ Staff Report re: Internal Audit Communication Framework

AU005-2025

1. That the report from Mia Cui, Manager, Internal Audit, to the Audit Committee Meeting of February 24, 2025, re: **Internal Audit Communication Framework**, be received; and
2. That the communication framework outlined in Appendix 1 – Internal Audit Communication Framework be approved.

Carried

6.4 Staff Report re: 2025 Internal Audit Work Plan and 2024 Status Update

Staff responded to questions from Committee regarding the staff complement in the Internal Audit Division, including the following:

- Benchmarking against other municipalities
- Challenges in recruiting staff
- Impact of the City's growth on the Internal Audit Work Plan
- Barriers to increasing the staff complement

The following motion was considered.

AU006-2025

1. That the report from Brad Cecile, Manager, Internal Audit, to the Audit Committee Meeting of February 24, 2025, re: **2025 Internal Audit Work Plan and 2024 Status Update**, be received;
2. That the Audit Committee approve the proposed 2025 Audit Work Plan; and
3. That the Audit Committee approve the reduction of audits from 8 to 6 so audit resources can be diverted to the Management Action Plans Follow-up project and Quality Assurance and Improvement Program in order to achieve and maintain IIA 2024 Global Audit Standards.

Carried

6.5 ^ Staff Report re: Status of Management Action Plans – Q4 2024

AU007-2025

That the report from Richard Gervais, Senior Advisor, Internal Audit, to the Audit Committee Meeting of February 24, 2025, re: **Status of Management Action Plans - Q4 2024**, be received.

Carried

6.6 Staff Report re: Internal Audit 2024 Annual Report

The '2024 Annual Report – Director’s Message' video was played.

Regional Councillor Keenan, Chair, thanked the Internal Audit Team for their efforts.

The following motion was considered.

AU008-2025

That the report from Claire Mu, Director, Internal Audit, to the Audit Committee Meeting of February 24, 2025, re: **Internal Audit 2024 Annual Report**, be received.

Carried

7. **Reports - Finance**

Nil

8. **Other/New Business**

Nil

9. **Question Period**

Nil

10. Public Question Period

The public was given the opportunity to submit questions in person or via e-mail to the City Clerk's Office regarding any decisions made during this meeting. G. Scharback, City Clerk, confirmed that no questions were submitted.

11. Closed Session

Nil

12. Adjournment

The following motion was considered.

AU009-2025

That the Audit Committee do now adjourn to meet again for a regular meeting on June 10, 2025 at 9:30 a.m. or at the call of the Chair.

Carried

Regional Councillor D. Keenan, Chair

Regional Councillor P. Vicente, Vice-Chair