



## **Minutes**

### **Audit Committee**

#### **The Corporation of the City of Brampton**

**Tuesday, February 8, 2022**

Members Present: Regional Councillor M. Medeiros (Chair)  
Regional Councillor R. Santos (Vice-Chair)  
Regional Councillor M. Palleschi  
Regional Councillor G. Dhillon  
City Councillor J. Bowman  
City Councillor D. Whillans  
City Councillor H. Singh  
Rishi Jain, Citizen Member  
Abid Zaman, Citizen Member

Members Absent: Iqbal Ali, Citizen Member

Staff Present: David Barrick, Chief Administrative Officer  
Richard Gervais, Acting Director, Internal Audit  
Marlon Kallideen, Commissioner, Legislative Services  
Jason Schmidt-Shoukri, Commissioner, Public Works and Engineering  
Cynthia Ogbarmey-Tetteh, Acting Commissioner, Corporate Support Services  
Bill Boyes, Fire Chief, Fire and Emergency Services  
Nash Damer, Treasurer, Corporate Support Services  
Sameer Akhtar, City Solicitor  
Charlotte Gravlev, Deputy City Clerk  
Tammi Jackson, Legislative Coordinator  
Sonya Pacheco, Legislative Coordinator

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1. **Call to Order**

Note: In consideration of the current COVID-19 public health orders prohibiting large public gatherings of people and requirements for physical distancing between persons, in-person attendance at this Audit Committee meeting was limited to Members of Council and essential City staff only. Physical distancing was maintained in Council Chambers at all times during the meeting.

The meeting was called to order at 9:30 a.m. and adjourned at 10:01 a.m.

As this meeting of the Audit Committee was conducted with electronic participation by the Members, the meeting started with the City Clerk calling the roll for attendance at the meeting, as follows:

Members present during roll call: Councillor Medeiros, Councillor Santos, Councillor Palleschi, Councillor Whillans, Councillor Bowman, Councillor Singh, Citizen Member Abid Zaman; Citizen Member Rishi Jain

Members absent during roll call: Councillor Dhillon (personal - arrived at 9:39 a.m.), Citizen Member Iqbal Ali (regrets)

Others present: Councillor Fortini

2. **Approval of Agenda**

The following motion was considered.

**AU001-2022**

That the agenda for the Audit Committee Meeting of February 8, 2022 be approved, as published and circulated.

Carried

At this time in the meeting, Richard Gervais, Acting Director, Internal Audit, introduced the Internal Audit team members.

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

Nil

#### **4. Consent**

In keeping with Council Resolution C019-2021, the Meeting Chair reviewed the relevant agenda items during this section of the meeting and allowed Members to identify agenda items for debate and consideration, with the balance to be approved as part of the Consent Motion given the items are generally deemed to be routine and non-controversial.

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, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9

The following motion was considered.

##### **AU002-2022**

That the following items to the Audit Committee Meeting of September 28, 2021, be approved as part of Consent:

**6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9**

A recorded vote was taken and the motion carried, as follows:

Yea (8): Regional Councillor Santos, City Councillor Whillans, Regional Councillor Palleschi, Regional Councillor Medeiros, City Councillor Bowman, City Councillor Singh, Rishi Jain, Abid Zaman

Absent (2): Regional Councillor Dhillon, Iqbal Ali

Carried (8 to 0)

#### **5. Presentations\Delegations**

Nil

#### **6. Reports - Internal Audit**

##### **6.1 Staff Report re: 2022 Internal Audit Work-Plan**

In response to a request from Committee, Richard Gervais, Acting Director, Internal Audit, advised that there are eleven audits in the 2022 Internal Audit work plan, and provided an overview of each.

Committee discussion on this matter included the following:

- Request that information (dates and overview) of previous audits conducted for the audit engagements outlined in the 2022 work plan be provided
- Scope of work for the Business and Property Taxes audit engagement, and whether business licensing fee relief and concerns regarding the security of large cash payments received by staff will be reviewed as part of this audit
- Scope of work for the Parks Operations and Maintenance audit engagement, and whether external contracts will be reviewed as part of this audit
- Request that information on the final scope of the 2022 audit engagements be provided
- Scope of work for the Procurement and Sole Source Purchasing audit engagement, and whether benchmarking of other municipalities will be included as part of this audit
- Confirmation from staff that the Realty Services audit engagement has commenced
- Scope of work for the IT Infrastructure & Cloud Management audit engagement, and an indication from staff that the audit does not include a financial review of the progression of software updates
- Indication from staff that quarterly updates on the 2022 work plan will be provided to the Audit Committee

The following motion was considered.

#### **AU003-2022**

That the report titled: **2022 Internal Audit Work-Plan**, to the Audit Committee Meeting of February 8, 2022, be received.

Carried

#### 6.2 Staff Report re: Corporate Fraud Prevention Hotline Update –Q4 2021

Committee discussion took place with respect to the subject report and included the following:

- Concern that approximately half of the fraud reports submitted did not have sufficient information to conduct an investigation, and questions as to whether sufficient information is provided on how to complete a report to prevent these occurrences

- Staff advised that the Corporate Fraud Prevention Hotline processes will be reviewed in 2022, and a campaign will be undertaken to educate and raise awareness of the Hotline
- Information from staff on the types of issues reported, and that similar reports regarding Human Resources matters were grouped together for review

The following motion was considered.

**AU004-2022**

That the report titled: **Corporate Fraud Prevention Hotline Update- Q4 2021**, to the Audit Committee Meeting of February 8, 2022, be received.

Carried

- 6.3 ^ Staff Report re: Status of Management Action Plans (MAP) – December 31, 2021

**AU005-2022**

That the report titled: **Status of Management Actions Plans (MAP) – December 31, 2021**, to the Audit Committee Meeting of February 8, 2022, be received.

Carried

- 6.4 ^ Staff Report re: Annual Report - 2021

**AU006-2022**

That the report titled: **Annual Report - 2021**, to the Audit Committee Meeting of February 8, 2022, be received.

Carried

- 6.5 ^ Staff Report re: Facilities Operations & Maintenance Audit

**AU007-2022**

That the report titled: **Facilities Operations & Maintenance Audit**, to the Audit Committee Meeting of February 8, 2022, be received.

Carried

- 6.6 ^ Staff Report re: Economic Development Audit

**AU008-2022**

That the staff report titled: **Economic Development Audit**, to the Audit Committee meeting of February 8, 2022, be received.

Carried

- 6.7 ^ Staff Report re: Transit Follow-up Audit Report

**AU009-2022**

That the report titled: **Transit Follow-up Audit Report Update**, to the Audit Committee Meeting of February 8, 2022, be received.

Carried

- 6.8 ^ Staff Report re: Project Assurance – Implementation of Video Court Appearances

**AU010-2022**

That the report titled: **Project Assurance – Implementation of Video Court Appearances**, to the Audit Committee Meeting of February 8, 2022, be received.

Carried

- 6.9 ^ Staff Report re: Cybersecurity Assessment Management Action Plan Update

**AU011-2022**

That the report titled: **Cybersecurity Assessment Management Action Plan Update**, to the Audit Committee Meeting of February 8, 2022, 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 via e-mail to the City Clerk's Office regarding any decisions made during the meeting. P. Fay, City Clerk, confirmed that no questions were submitted regarding decisions made at this meeting.

**11. Closed Session**

Nil

**12. Adjournment**

The following motion was considered.

**AU012-2022**

That the Audit Committee do now adjourn to meet again on Tuesday, May 17, 2022 at 9:30 a.m. or at the call of the Chair.

Carried

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Regional Councillor M. Medeiros, Chair