Tuesday, March 19, 2019

Council Members: Regional Councillor M. Medeiros – Wards 3 and 4 (Chair)
Regional Councillor R. Santos – Wards 1 and 5 (Vice Chair)
Regional Councillor M. Palleschi – Wards 2 and 6
Regional Councillor G. Dhillon – Wards 9 and 10
City Councillor J. Bowman – Wards 3 and 4
City Councillor D. Whillans – Wards 2 and 6
City Councillor H. Singh – Wards 9 and 10

Citizen Members: Iqbal Ali
Rishi Jain
Abid Zaman

Staff Present: F. Velji, Director and Chief Audit Executive, Office of Internal Audit
J. Pittari, Acting CAO and Acting Director of Human Resources
D. Squires, City Solicitor, Corporate Services
P. Fay, City Clerk, Office of the Chief Administrative Officer
C. Gravlev, Deputy City Clerk, Office of the Chief Administrative Officer
T. Jackson, Legislative Coordinator, Office of the Chief Administrative Officer
The meeting was called to order at 9:31 a.m., recessed at 10:05 a.m., moved into Closed Session at 10:12 a.m., recessed at 10:18 a.m., moved back into Open Session at 10:24 a.m. and adjourned at 10:36 a.m.

1. **Approval of Agenda**

   The following motion was considered.

   AU008-2019 That the agenda for the Audit Committee Meeting of March 19, 2019 be approved, as printed and circulated.

   Carried

   Note: Later in the meeting, on a two-thirds majority vote to reopen the question, Item 5.7 was reopened for further consideration

2. **Declaration of Interest under the Municipal Conflict of Interest Act** - nil

3. **Consent**

   (nil)

4. **Delegations/Presentations**

   4.1. Presentation by F. Velji, Director and Chief Audit Executive, Office of Internal Audit, re: Corporate Fraud Prevention Hotline Update.

   Item 5.4 was brought forward and dealt with at this time.

   Foruzan Velji, Chief Audit Executive, Office of Internal Audit, introduced the members of the Audit division, and provided an update on the subject of the presentation.

   Committee discussion of the matter included the following points:
   - Various tools to decrease organizational susceptibility to unethical conduct
   - Metrics related to tracking awareness
   - Framework for building ethical culture and supporting ethical environment.

   In response to questions from Committee, Staff provided details on the following:
   - Additional training sessions
• Annual sign off of the Fraud Policy
• Tips are the most common detection method of fraud
• Individuals who report fraud are kept anonymous
• Advised if a member of the public had concerns they would report it through 311 Brampton
• The Integrity Commissioner is an ethical advisory to Council.

The following motion was considered.

AU009-2019 1. That the presentation by F. Velji, Director and Chief Audit Executive, Office of Internal Audit, to the Audit Committee Meeting of March 19, 2019, re: Corporate Fraud Prevention Hotline Update be received; and

2. That the report from F. Velji, Director and Chief Audit Executive, Office of Internal Audit, to the Audit Committee Meeting of March 19, 2019, re: Corporate Fraud Prevention Hotline Update be received.

3. That the report from Foruzan Velji, Director, Office of Internal Audit, dated January 7, 2019, to the Audit Committee Meeting of March 19, 2019, re: Corporate Fraud Prevention Hotline Update, be received; and

4. That the Audit Committee endorse the continued operation of the Corporate Fraud Prevention Hotline.

Carried

5. Reports – Internal Audit

5.1. Report from F. Velji, Director and Chief Audit Executive, Office of Internal Audit, dated January 8, 2019, re: Update of the Internal Audit Charter and Audit Committee Terms of Reference.

The following motion was considered.

AU010-2019 1. That the report from Foruzan Velji, Director, Office of Internal Audit, dated January 8, 2019, to the Audit Committee Meeting of March 19, 2019, re: Update of the Internal Audit Charter and Audit Committee Terms of Reference, be received;

2. That the updated Internal Audit Charter Version 2019, as set out in Appendix 1 to this report, be approved; and
3. That the updated Audit Committee Terms of Reference Version 2019, as set out in Appendix 3 to this report, be adopted.

Carried

5.2. Report from F. Velji, Director and Chief Audit Executive, Office of Internal Audit, dated January 2, 2019, re: Internal Quality Assessment Review Results.

The following motion was considered.

AU011-2019 That the report from Foruzan Velji, Director, Office of Internal Audit, dated January 2, 2019 to the Audit Committee Meeting of March 19, 2019, re: Internal Quality Assessment Review Results, be received.

Carried


Committee requested that staff endeavor to implement Audit recommendations in as timely a manner as possible.

The following motion was considered.

AU012-2019 That the report from Foruzan Velji, Director, Office of Internal Audit, dated February 7, 2019 to the Audit Committee Meeting of March 19, 2019, re: Status of Management Action Plans – December 31, 2018 be received.

Carried

5.4. Report from F. Velji, Director and Chief Audit Executive, Office of Internal Audit, dated January 7, 2019, re: Corporate Fraud Prevention Hotline Update.

Dealt with under Item 4.1 – Recommendation AU009-2019


Foruzan Velji, Chief Audit Executive, Office of Internal Audit, provided a brief overview of the subject report.
In response to questions from Committee, Ms. Velji advised that the Internal Audit Work Plan is both aggressive and agile. The plan may change as risk to the City changes, as particular items gain higher significance from a risk perspective.

The following motion was considered.

AU013-2019 That the report from Foruzan Velji, Director, Office of Internal Audit, dated February 5, 2019, to the Audit Committee Meeting of March 19, 2019, re: **Internal Audit Work Plan – 2019**, be received.

Carried

5.6. Report from F. Velji, Director and Chief Audit Executive, Office of Internal Audit, dated November 30, 2018, re: **IT Service Desk Audit Report**.

The following motion was considered.

AU014-2019 That the report from Foruzan Velji, Director, Office of Internal Audit, dated November 30, 2018, to the Audit Committee Meeting of March 19, 2019, re: **IT Service Desk Audit Report**, be received.

Carried

5.7. Report from F. Velji, Director and Chief Audit Executive, Office of Internal Audit, dated November 30, 2018, re: **Mobile Phone Management Follow-Up Audit Report**.

In response to questions from Committee, Ms. Velji advised that IT Services has a process in place with respect to disconnecting access during the off-boarding of employees.

The following motion was considered, voted on and carried as follows:

That the report from Foruzan Velji, Director, Office of Internal Audit, dated November 30, 2018, to the Audit Committee Meeting of March 19, 2019, re: **Mobile Phone Management Follow-Up Audit Report**, be received.

On a two-thirds majority vote to reopen the question, Item 5.7 was reopened for further consideration.

At the request of Committee Ms. Velji provided an overview of the report and answered questions with regard to reimbursements.

The following motion was considered.
AU015-2019 That the report from Foruzan Velji, Director, Office of Internal Audit, dated November 30, 2018, to the Audit Committee Meeting of March 19, 2019, re: Mobile Phone Management Follow-Up Audit Report, be received.

Carried

6. Reports – Finance - nil

7. Other/New Business - nil

8. Question Period - nil

9. Public Question Period - nil

10. Closed Session

10.1. The Security of the Property of the Municipality or Local Board

The following motion was considered.

AU016-2019 That Committee proceed into Closed Session to discuss matters pertaining to the following:

10.1. The Security of the Property of the Municipality or Local Board

Carried

In Open Session, the Chair reported on the status of the matter considered in Closed Session, as follows:
- 10.1 – Committee considered this matter and no direction was given to staff in Closed Session

11. Adjournment

The following motion was considered.

AU017-2019 That the Audit Committee do now adjourn to meet again on Tuesday, June 11, 2019 at 1:00 p.m. or at the call of the Chair.

Carried