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**Audit Committee Meeting
A#01-18**

**Wednesday, June 27, 2018
10:00 a.m.**

Minutes

A meeting of the Audit Committee was held on Wednesday, June 27, 2018 at 10:00 a.m. in Council Chambers with the following members of the Committee present:

Mayor Barrow
Councillor Muench
Councillor Chan

Also present:

Councillor Cilevitz

Staff:

N. Garbe, Chief Administrative Officer
S. Baker, Commissioner of Community Services
I. Brutto, Commissioner of Environment and Infrastructure Services
M. Dempster, Commissioner of Corporate and Financial Services
P. Caron, Director, Facility Design, Construction & Maintenance
D. Dexter, Director, Financial Services and Treasurer
M. Gandhi, Director, Communication Services
D. Joslin, Director, Recreation and Culture
G. Manderson, Director, Strategic Initiatives
G. Taylor, Director, Public Works Operations
A. Jovicic, Manager, Financial Reporting and Accounting
G. Li, Manager, Capital and Development Financing
D. Olding, Manager, Grants and Strategic Initiatives
J. Hypolite, IT Service Desk Technical Analyst
G. Collier, Deputy Town Clerk
K. Hurley, Council/Committee Clerk

Melanie Dugard, Principal, and Allison Frizzell, Senior Manager, Grant Thornton LLP; and Paul Duggan, Director, Audit Services, and Travis Waite, Senior Internal Auditor, York Region, were also in attendance.

Adoption of Agenda

Moved by: Councillor Muench

That the agenda be adopted as distributed by the Clerk.

Carried

Disclosures of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest by members of the Committee under the *Municipal Conflict of Interest Act*.

Scheduled Business

4.1 2017 Draft Consolidated Financial Statements – (Staff Report SRCFS.18.037)

David Dexter, Director of Financial Services and Treasurer, provided an overview of the information and recommendations contained in staff report SRCFS.18.037 regarding the 2017 draft audited consolidated financial statements.

Moved by: Councillor Muench

Recommendation 1

- a) That the 2017 Audited Consolidated Financial Statements attached as Appendix 'A' to staff report SRCFS.18.037 be approved and published;**
- b) That the Mayor and Treasurer be authorized to sign the Financial Statements;**
- c) That the 2017 Audited Richmond Hill Public Library Board Financial Statements attached as Appendix 'B' to staff report SRCFS.18.037 be received for information purposes.**

Carried

4.2 Report from Grant Thornton dated June 11, 2018 – Communication of Audit Results for the year ended December 31, 2017

Melanie Dugard, Principal, Grant Thornton LLP, provided an overview of the information contained in the Report to the Audit Committee, Communication of audit results for the year ended December 31, 2017. She reviewed details of the report related to audit risks and results, including accounting estimates and disclosures; adjustments and uncorrected misstatements; other reportable matters specifically related to internal control and the Village of Richmond Hill Business Improvement Area audit; and reviewed the information contained in the attached appendices.

Moved by: Councillor Chan

- a) That the report from Grant Thornton dated June 11, 2018 regarding the Communication of Audit Results for the year ended December 31, 2017 be received.

Carried Unanimously

4.3 Internal Audit Year One Outstanding Recommendations and Year Two Reports – (Staff Report SRCAO.18.16)

Neil Garbe, Chief Administrative Officer, provided introductory remarks regarding staff report SRCAO.18.16 related to Internal Audit Year One outstanding recommendations and Year Two Reports which were prepared by York Region Audit Services, the Town's contracted internal auditors.

Paul Duggan, Director, Audit Services, York Region, reviewed the details and recommendations of the audit completed of the Town of Richmond Hill's Facility Design, Construction and Maintenance Services Project Management for the Environment and Infrastructure Services Department and advised the focus of the review was to determine whether appropriate policies and procedures were in place for the delivery of capital projects and maintenance.

Moved by: Councillor Chan

- a) That staff report SRCAO.18.16 regarding Internal Audit Year One Outstanding Recommendations and Year Two Reports be received.

Carried Unanimously

4.4 2018 Key Performance Indicator Program – (Staff Report SRCAO.18.11)

Neil Garbe, Chief Administrative Officer, provided an update on the 2018 Key Performance Indicator Program and reviewed the results of the 2017 and 2018 Key Performance Indicators as detailed in staff report SRCAO.18.11.

Moved by: Councillor Chan

- a) That staff report SRCAO.18.11 and the 2018 Key Performance Indicator Results Report be received.

Carried

Adjournment

Moved by: Councillor Muench

That the meeting be adjourned.

Carried

The meeting was adjourned at 11:11 a.m.