



Audit Committee Meeting

Minutes

A#02-19

Tuesday, November 12, 2019, 1:30 p.m.

Council Chambers

225 East Beaver Creek Road

Richmond Hill, Ontario

Committee Members Present: Mayor Barrow
Councillor Muench
Councillor Chan

Also present: Councillor Cilevitz

Staff Members Present:

N. Garbe, City Manager
I. Brutto, Commissioner of Environment and Infrastructure Services
M. Dempster, Commissioner of Corporate and Financial Services
K. Kwan, Commissioner of Planning and Regulatory Services
I. Simanovskis, Commissioner of Community Services
D. Dexter, Director, Financial Services and Treasurer
G. Galanis, Director, Development Planning
M. Gandhi, Director, Strategy, Innovation and Engagement
N. Kalyvas, Director, Facility Design, Construction and Maintenance
T. Steele, Director, By-Law and Licensing Enforcement
D. Alexander, Manager, Access Richmond Hill
G. Li, Manager, Capital and Development Financing
L. Zilnik, Manager, Service Innovation
A. Dickinson, Researcher
L. Hood, Communications Advisor
J. Hypolite, Senior IT Service Desk Technical Analyst
S. Huycke, City Clerk
L. Sampogna, Council/Committee Coordinator

Antonio Bianchi, Acting Director, Audit Services, York Region, and Travis Waite, Senior Internal Auditor, York Region, were also in attendance

1. Adoption of Agenda

Moved by: Councillor Chan

That the agenda be adopted as distributed by the Clerk.

Carried

2. 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*.

3. Delegations

There were no delegations.

4. Scheduled Business

4.1 SRCM.19.05 - Lean Program Update

Neil Garbe, City Manager, provided introductory remarks regarding the Lean Program update, and noted the program continues to build awareness and improve processes in the City.

Leah Zilnik, Manager, Service Innovation, made a presentation to the Committee to provide an update regarding the Lean Project. She reviewed what Lean is, the purpose of the Lean Program, and highlighted the 2018 Lean Projects and their results. L. Zilnik highlighted the 2019 Projects that were underway and outlined next steps for the Program.

Moved by: Councillor Chan

a) That staff report SRCM.19.05 regarding the Lean Program Update, be received for information.

Carried

4.2 SRCM.19.14 - Internal Audit Outstanding Recommendations and Year Three Reports

Neil Garbe, City Manager, provided an overview of the information contained in staff report SRCM.19.14 related to the Internal Audit Outstanding Recommendations and Year Three Reports prepared by York Region Audit Services, the City's contracted internal auditors. He introduced Antonio Bianchi, Acting Director, Audit Services, York Region, and Travis Waite, Senior Internal Auditor, York Region, and noted his

appreciation for their professional services. N. Garbe, on behalf of the City of Richmond Hill, extended his condolences on the passing of Paul Duggan, Director, Audit Services, York Region.

Travis Waite, Senior Internal Auditor, York Region, reviewed details of the Year Three Internal Audits results for the 3 areas of focus: Development Charges Process Review, Access Richmond Hill Cash Handling Audit, and By-law and Licensing Enforcement Division, specifically the Administrative Monetary Penalty System (AMPS), Licenses, and Complaints. He highlighted the auditor's observations, recommendations and management responses for each of the audited areas.

Dayna Alexander, Manager, Access Richmond Hill, made a presentation to the Committee regarding the Access Richmond Hill Cash Handling Audit. She reviewed the main objectives of the audit, services for which cash payments were accepted, and highlighted the cash intake received between 2015 to 2018. D. Alexander concluded the presentation by highlighting the 3 areas of focus, auditors observations and management responses to the audit report.

Moved by: Councillor Chan

a) That staff report SRCM.19.14 regarding Internal Audit Outstanding Recommendations and Year Three Reports, be received.

Carried

4.3 SRCM.19.12 - 2019 Key Performance Indicator Program

Neil Garbe, City Manager, provided an update on the 2019 Key Performance Indicator Program highlighting the information contained in Appendix "A" to staff report SRCM.19.12.

Moved by: Councillor Chan

a) That staff report SRCM.19.12 regarding the 2019 Key Performance Indicator Program, be received for information.

Carried

5. Adjournment

Moved by: Councillor Muench

That the meeting be adjourned.

Carried

The meeting was adjourned at 3:25 p.m.