



Electronic Audit Committee Meeting

Minutes

A#01-20

Tuesday, November 17, 2020, 10:00 a.m.

(Electronic Meeting pursuant to Section 238(3.3) of the Municipal Act, 2001)

An electronic Audit Committee meeting, pursuant to Section 238(3.3) of the *Municipal Act, 2001*, of the Council of the City of Richmond Hill was held on Tuesday, November 17, 2020 at 10:00 a.m. in Committee Room 1 via videoconference.

Committee Members Present via videoconference:

Mayor Barrow
Councillor Muench
Councillor Chan

Also Present via videoconference:

Regional and Local Councillor DiPaola
Councillor Cilevitz

Staff Members Present via videoconference:

M. Dempster, City Manager
S. Adams, Commissioner of Corporate and Financial Services
D. Joslin, Commissioner of Community Services
K. Kwan, Commissioner of Planning and Infrastructure
A. Dimilta, City Solicitor
D. Dexter, Director, Financial Services and Treasurer
S. Huycke, Director, Legislative Services/City Clerk
L. Conde, Manager, Strategy and Government Relations
C. Scott-Fisher, Manager, Procurement and Chief Purchasing Officer
S. Tu, Manager, Financial Reporting and Accounting

Staff members Present in Committee Room 1:

R. Ban, Deputy City Clerk
L. Sampogna, Council/Committee Coordinator

Melanie Dugard, Principal, and Allison Frizzell, Senior Manager, Grant Thornton LLP, were also in attendance via videoconference.

1. Adoption of Agenda

Moved by: Councillor Muench

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 Report from Grant Thornton LLP dated November 10, 2020 - Communication of Audit Strategy and Results for the year ended December 31, 2019

David Dexter, Director of Financial Services and Treasurer, provided preliminary remarks regarding the Report to the Audit Committee, Communication of the audit strategy and results for the year ended December 31, 2019, noting the delay of the Report was due to the transition of the City's financial system conversion to the SAP Enterprise Resource Planning (ERP) software.

Melanie Dugard, Principal, Grant Thornton LLP, provided an overview of the information contained in the Report to the Audit Committee, Communication of the audit strategy and results for the year ended December 31, 2019. She reviewed details of the Report related to COVID-19 impacts on audit risks and results, and focused on significant risks; accounting practices; adjustments and uncorrected misstatements; other reportable matters; and technical updates.

Moved by: Councillor Chan

a) That the report from Grant Thornton LLP, dated November 10, 2020, regarding the Communication of Audit Strategy and Results for the year ended December 31, 2019, be received.

Carried

4.2 SRCFS.20.024 - 2019 Draft Consolidated Financial Statements

David Dexter, Director of Financial Services and Treasurer, provided an overview of the information and recommendations contained in staff report SRCFS.20.024 regarding the 2019 draft audited consolidated financial statements.

Moved by: Councillor Muench

- a) That the 2019 Audited Consolidated Financial Statements included in Appendix "A" to staff report SRCFS.20.024, be approved and published;
- b) That the Mayor and the Treasurer be authorized to sign the Financial Statements;
- c) That the 2019 Audited Richmond Hill Public Library Board Financial Statements (to be approved by the Library Board in January 2021) included in Appendix "B" to staff report SRCFS.20.024, be received for information purposes.

Carried

4.3 SRCFS.20.034 - Amendments to Procurement By-law 113-16 and Financial Control By-law 114-16

Anthony Iannucci, Chief Transformation Officer, provided an overview of the information contained in staff report SRCFS.20.034 regarding Amendments to Procurement By-law 113-16 and Financial Control By-law 114-16. He reviewed contextual information for improving the City's competitive procurement processes, highlighted the LEAN methodology applied, and outlined the 3 phases of the implementation plan. A. Iannucci reviewed the proposed By-law changes to delegated authorities, adjustments to the contingency threshold for fixed price contracts, and outlined next steps for the proposed amendments to the Procurement and Financial Control By-laws.

Moved by: Councillor Chan

- a) That staff report SRCFS.20.034 regarding amendments to the Procurement By-law 113-16 and the Financial Control By-law 114-16, be received;
- b) That effective January 1, 2021, draft By-law 141-20, attached as Appendix "A" to staff report SRCFS.20.034, be enacted to amend Procurement Policy By-law 113-16 and Financial Control By-law 114-16.

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Carried

5. Adjournment

Moved by: Councillor Chan

That the meeting be adjourned.

Carried

The meeting was adjourned at 10:33 a.m.