



RichmondHill.ca

**Audit Committee Meeting
A#02-17**

**Wednesday, December 6, 2017
1:30 p.m.**

Minutes

A meeting of the Audit Committee was held on Wednesday, December 6, 2017 at 1:30 p.m. in Council Chambers with the following members of the Committee present:

Mayor Barrow
Councillor Muench
Councillor Chan

Also present:

Councillor West
Councillor Cilevitz

Staff:

N. Garbe, Chief Administrative Officer
S. Baker, Commissioner of Community Services
M. Dempster, Commissioner of Corporate and Financial Services
D. Dexter, Director, Financial Services and Treasurer
D. Joslin, Director, Recreation and Culture
G. Manderson, Director, Strategic Initiatives
M. Grit, Manager, Theatre
A. Jovicic, Manager, Financial Reporting and Accounting
G. Li, Manager, Capital and Development Financing
J. Stewart, Manager, Parks Operations
A. Incitto, Supervisor, Roads and Traffic Operations
B. Kyle, Supervisor, Water and Wastewater
S. Tu, General Accounting Supervisor
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

3.1 Report from Grant Thornton LLP dated November 22, 2017 – Initial Communication on Audit Planning – for the year ended December 31, 2017

Melanie Dugard, Principal, Grant Thornton LLP, reviewed the information contained in the Report to the Audit Committee regarding initial communication on audit planning for the year ended December 31, 2017, including the audit of internal control matters.

Moved by: Councillor Chan

Recommendation 1

- a) **That the report from Grant Thornton LLP dated November 22, 2017, regarding Initial Communication on Audit Planning for the year ended December 31, 2017 be received;**
- b) **That staff be directed to inform the Village of Richmond Hill Business Improvement Area to report back by the end of February, 2018 regarding approval of the BIA's 2015 and 2016 Audited Financial statements.**

Carried Unanimously

3.2 Completed Year One Audits and Internal Audit Charter – (Staff Report SRCAO.17.32)

Neil Garbe, Chief Administrative Officer, provided an overview of the two completed Year One Internal Audits prepared by York Region Audit Services, the Town's contracted internal auditors, and the Internal Audit Charter, as detailed in staff report SRCAO.17.32. Mr. Garbe reviewed the Service Improvement Framework in place at the Town of Richmond Hill and advised that Senior Management was committed to acting on the audit recommendations.

Moved by: Councillor Chan

That staff report SRCAO.17.32 regarding Completed Year One Audits and Internal Audit Charter be received.

Carried Unanimously

Adjournment

Moved by: Councillor Chan

That the meeting be adjourned.

Carried Unanimously

The meeting was adjourned at 2:30 p.m.