

MINUTES

AUDIT STANDING COMMITTEE MEETING

February 21, 2018 – 12:00 pm – Conference Room A, 4th Floor, City Hall

Present Councillor Debbie Hanlon, Chairperson
Mayor Danny Breen
Derek Coffey, Deputy City Manager – Finance & Administration
Sean Janes, City Internal Auditor
Dave Royle, Senior Internal Auditor
Shelley Traverse, Manager of Financial Services (retired 12:44 pm)
Kevin Breen, City Manager (joined 12:13 pm)
Kenessa Cutler, Acting Legislative Assistant

Others Kelsie Montgomery, BDO (retired 12:44 pm)
Adam Fitzpatrick, BDO (retired 12:44 pm)

CALL TO ORDER/ADOPTION OF AGENDA

Moved – Councillor Hanlon; Seconded – Mayor Danny Breen

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Moved – Councillor Hanlon; Seconded – Mayor Danny Breen

That the minutes of the September 26, 2018 meeting be adopted as presented.

CARRIED UNANIMOUSLY

DELEGATION

BDO to Discuss Audit Plan

Kelsie Montgomery and Adam Fitzpatrick from BDO were present to outline the audit plan. Kelsie Montgomery spoke to the projected timeline of the plan and stated that the estimated release date for the audit report will be no later than July 26, 2019. They also discussed significant audit risks and planned responses, audit strategy, and their objectives and responsibilities.

Ms. Montgomery and Mr. Fitzpatrick retired from the meeting at 12:44 pm.

BUSINESS ARISING

Information Note dated January 14, 2019 re: Status of Previously Issued Audit Reports

Sean Janes provided an overview of the above listed for the information of the committee.

Information Note dated October 10, 2018 re: Summary of Outstanding Internal Audit Recommendations

The Committee accepted the above listed as information.

NEW BUSINESS

Decision Note dated January 14, 2019 re: Windsor Lake Water Treatment Facility (Assignment # 15-01)

Sean Janes spoke to the above listed decision note.

Moved – Councillor Hanlon; Seconded – Mayor Danny Breen

That the Committee approve the removal of the Windsor Lake Water Treatment Facility report from Internal Audits follow-up list.

CARRIED UNANIMOUSLY

Information Note dated January 22, 2019 re: Summary of 2018 Audit Activities

The Committee accepted the above noted as information.

Decision Note dated December 20, 2019 re: Three Year Audit Plan (2019-2021)

Sean Janes provided an overview of the above listed decision note and outlined the proposed three-year audit plan.

Moved – Councillor Hanlon; Seconded – Mayor Danny Breen

That the Committee approve the three-year audit plan.

CARRIED UNANIMOUSLY

IN CAMERA

Decision Note dated February 4, 2019 re: St. John's Transportation Commission – Review of Cash Handling

Jason Hussey, Finance Manager, MetroBus, was present to discuss the above listed. Dave Royle detailed the report and its recommendations. Out of 38 recommendations, 37 have been (or are going to be) implemented.

Moved – Councillor Hanlon; Seconded – Mayor Danny Breen

To approve the St. John’s Transportation Commission – Review of Cash Handling report and the associated action plans put forth by management.

CARRIED UNANIMOUSLY

Decision Note dated February 4, 2019 re: Citizen Services Centre – Review of Cash Handling

Mary Walsh, Manager, Citizen Services was present to discuss the above listed. Sean Janes outlined the report and the recommendations therein.

Moved – Councillor Hanlon; Seconded – Mayor Danny Breen

To approve the Citizen Services Centre – Review of Cash Handling report and the associated action plans put forth by management.

CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business, the meeting adjourned at 1:59 pm.

Councillor Hanlon
Chairperson