



**Audit Committee Minutes  
City of Peterborough  
November 7, 2016  
Draft Minutes Not Approved**

**Minutes of a Meeting of Audit Committee held on Monday, November 7, 2016 in the Doris Room, City Hall**

The meeting of the Audit Committee was called to order at 4:30 p.m. in the Doris Room.

**Audit Committee Members:**

Councillor Beamer  
Councillor Clarke, Chair  
Councillor Baldwin  
Councillor Vassiliadis  
Mayor Bennett

**Staff:**

Allan Seabrooke, Chief Administrative Officer  
Wayne Jackson, Director of Utility Services  
Sandra Clancy, Director of Corporate Services  
Patricia Lester, City Solicitor and Director of Legal Services  
Richard Freymond, Manager of Financial Services  
Darren Hancock, Chief Accountant  
John Kennedy, City Clerk

**Guests:**

Joanna Park, Collins Barrow  
Richard Steinginga, Collins Barrow

**Confirmation of Minutes – June 20, 2016**

Moved by Mayor Bennett

**That the minutes of the Audit Committee meeting held on June 20, 2016 be approved.**

“CARRIED”

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**Disclosure of Pecuniary Interest**

There were no disclosures of Pecuniary Interest.

**Consent Agenda**

No items were approved as part of the Consent Agenda.

**[Director of Corporate Services](#)**

**Report CPFS16-032**

**2016 Audit Plan and Pre-Audit Planning Letter**

Moved by Mayor Bennett

**That Council approve the recommendations outlined in report CPFS16-032 dated November 7, 2016, of the Director of Corporate Services as follows:**

- a) **That the 2016 Audit Plan for the Corporation of the City of Peterborough attached to Report CPFS16-032 as Appendix A, be received.**
- b) **That the Mayor and Chair of the Audit Committee be authorized to sign the Pre-Audit Planning Letter, attached to Report CPFS16-032 as Appendix B.**

“CARRIED”

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**Director of Corporate Services**  
**Report CPFS16-033**  
**Corporate Overtime Audit**

Moved by Mayor Bennett

**That Council approve the recommendations outlined in report CPFS16-033 dated November 7, 2016, of the Director of Corporate Services as follows:**

- a) That the 2013 – 2015 overtime financial summary data, attached to Report CPFS16-033 as Appendix A, be received for information.**
- b) That the scope and cost estimate received from Collins Barrow, Chartered Professional Accountants to evaluate the effectiveness of the controls, processes and procedures in place associated with overtime, attached to Report CPFS16-033 as Appendix B, be received for information.**

Committee at their meeting of November 7, 2016, made the following recommendations:

- c) That the City's auditors be engaged to conduct a Corporate Overtime Audit which would evaluate the effectiveness of the controls, processes and procedures in place associated with the use of overtime.**
- d) That a letter be sent to the Peterborough Police Services Board inviting them to participate in the Overtime Audit and receive feedback from Collins Barrow at no cost to the Board.**

“CARRIED”

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**Other Business**

Committee asked staff to determine the volume of people and businesses using cash, debit or credit when conducting business with the City.

**Adjournment**

Moved by Councillor Beamer

**That this meeting of Audit Committee adjourn at 4:42 p.m.**

"CARRIED"

John Kennedy  
City Clerk

Councillor Clarke  
Chair