



**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