

A meeting of the **Audit Committee** is held this day commencing at 8:15 o'clock a.m. in Room 407, 400 City Hall Square East, there being present the following members:

Max Zalev, Chair
Bill Carter
George Sandala

Also present are the following resource personnel:

Shelby Askin-Hager, Deputy City Solicitor, Manager Purchasing & Risk Management
Janice Guthrie, Deputy Treasurer-Taxation & Financial Projects
Terri Knight-Lepain, Executive Initiatives Coordinator
Florence Lee-St. Amour, Manager of Accounting Services
Hayley Edwards, Auditor
Melinda Munro, Manager, Office of Continuous Improvement
Helga Reidel, Chief Administrative Officer
Dan Seguin, Manager of Financial Accounting
Mario Sonogo, City Engineer
Nick Thomas, KPMG
George Wilkki, City Solicitor
Andy Drouillard, Political Science Intern Student, CAO's Office
Karen Kadour, (A) Committee Coordinator

1. CALL TO ORDER

The Chair calls the meeting to order at 8:20 o'clock a.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. ADDITION TO THE AGENDA

Moved by B. Carter, seconded by G. Sandala,
That Rule 3.3 (c) of the *Procedure by-law 98-2011* be waived to add the following addition to the Agenda:

5.11 Status of Auditor General's Office
Carried.

DECLARATIONS OF CONFLICT

None disclosed.

3. **AD OPTION OF THE MINUTES**

Moved by B. Carter, seconded by G. Sandala,

That the minutes of the Audit Committee meeting held January 26, 2012 **BE ADOPTED** as presented.

Carried.

4. **STAFF PRESENTATION**

The Chair presents a Five Year Service Pin to Florence Lee-St. Amour.

5. **BUSINESS ITEMS**

5.1 **Status Report - Compliance with Applicable Laws and Regulations - 3rd Quarter 2011**

Moved by B. Carter, seconded by G. Sandala,

That the report of the Executive Initiatives Coordinator dated November 15, 2011 entitled "Status Report - Compliance with Applicable Laws and Regulations - 3rd Quarter 2011 **BE RECEIVED.**

Carried.

5.2 **Status Report - Compliance with Applicable Laws and Regulations - 4th Quarter 2011**

Moved by G. Sandala, seconded by B. Carter,

That the report of the Executive Initiatives Coordinator dated April 4, 2012 entitled "Status Report - Compliance with Applicable Laws and Regulations - 4th quarter 2011 **BE RECEIVED.**

Carried.

5.3 **Status Report - Compliance with Applicable Laws and Regulations - 1st Quarter 2012**

Moved by B. Carter, seconded by G. Sandala,

That the report of the Executive Initiatives Coordinator dated May 23, 2012 entitled "Status Report - Compliance with Applicable Laws and Regulations - 1st Quarter 2012" **BE RECEIVED.**

Carried.

5.4 2011 Operating Budget Variance Report as of April 30, 2011

Moved by G. Sandala, seconded by B. Carter,

That the report of the Financial Planning Administrator dated May 19, 2011 entitled "2011 Operating Budget Variance Report as of April 30, 2011" **BE RECEIVED.**

Carried.

5.5 2011 Second Quarter Operating Budget Variance Report

Moved by B. Carter, seconded by G. Sandala,

That the report of the Manager, Operating Budget Control & Financial Administration dated July 27, 2011 entitled "2011 Second Quarter Operating Budget Variance Report" **BE RECEIVED.**

Carried.

5.6 2011 Third Quarter Operating Budget Variance Report

Moved by G. Sandala, seconded by B. Carter,

That the report of the Financial Planning Administrator dated September 28, 2011 entitled "2011 Third Quarter Operating Budget Variance Report" **BE RECEIVED.**

Carried.

5.7 2011 Year-End Operating Budget Variance Report

Moved by B. Carter, seconded by G. Sandala,

That the report of the Manager, Operating Budget Control & Financial Administration dated March 23, 2012 entitled "2011 Year-End Operating Budget Variance Report" **BE RECEIVED.**

Carried.

5.8 KPMG Audit Planning Report for the Year Ended December 31, 2011

N. Thomas advises there are some outstanding items, however, the draft statements have been prepared.

Moved by G. Sandala, seconded by B. Carter,

That the "Corporation of the City of Windsor Audit Planning Report for the Year Ended December 31, 2011" prepared by KPMG **BE RECEIVED**.
Carried.

5.9 2011 Year-End Timelines

D. Seguin indicates the draft notes and statements have been completed. He notes a wrap-up report will be provided in August 2012.

Moved by B. Carter, seconded by G. Sandala,
That the report of the Manager of Financial Accounting dated December 15, 2011 entitled "2011 Year-End Timelines" **BE RECEIVED**.
Carried.

5.10 Audit Committee Agenda Planner- 2011 and 1st Quarter 2012

The report of the Executive Initiatives Coordinator dated June 6, 2012 entitled "Report of Management Regarding Audit Committee Objectives for the calendar year and the 1st Quarter of 2012 is attached as Appendix "A".

Moved by G Sandala, seconded by B. Carter,
That the report of the Executive Initiatives Coordinator dated June 6, 2012 entitled "Report of Management Regarding Audit Committee Objectives for the calendar year and the 1st Quarter of 2012" **BE RECEIVED**.
Carried.

5.11 Status of Auditor General's Office

B. Carter indicates there is only one employee currently in the AGO's Office. He suggests the responsibilities of the Audit Committee be transferred to the Executive Committee.

Moved by B. Carter, seconded by G. Sandala,
That the Executive Committee **BE REQUESTED** to consider adopting all known responsibilities of the Audit Committee.
Carried.

H. Reidel states Administration has valued the financial expertise of the Audit Committee members. She advises the recommendation of Administration is to continue with an Audit Committee consisting of members with financial expertise.

The Chair states the Audit Committee has had a number of real successes; i.e. the Audits of the 400 City Hall Square East Building, the WFCU, the RRAP Program and the Hotline. He thanks the Committee for their dedication and also thanks Administration.

6. INCAMERA

Verbal Motion is presented by G. Sandala, seconded by B. Carter, to move In Camera at 8:45 o'clock a.m. for discussion of the following item:

Item No.	Subject	Section- Pursuant to Municipal Act, 2011, as amended
6.1	Personal matters about an identifiable individual, including municipal or local board employees - Hotline Update	s. 239(2)(b)

Motion Carried.

A. Drouillard, J. Guthrie, T. Knight-Lepain and D. Seguin leave the meeting.

Discussion on the item of business (Item 6.1)

Verbal Motion is presented by B. Carter, seconded by G. Sandala, to move back into public session at 9:45 o'clock a.m.

Motion Carried.

Moved by G. Sandala, seconded by B. Carter, THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In Camera Audit Committee meeting held June 26, 2012 directly to the Audit Committee for consideration at the next Regular Meeting.

Moved by B. Carter, seconded by G. Sandala,
That the confidential verbal report of the Audit Committee relating to the personal matter about an identifiable individual, including municipal or local board employees - Hotline Update **BE RECEIVED** and further, that Administration **BE AUTHORIZED** to proceed in accordance with the verbal direction of the Audit Committee.

Motion Carried.

7. DATE OF NEXT MEETING

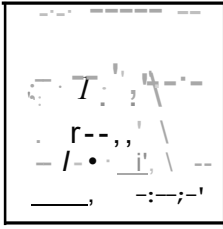
The next meeting will be held at the call of the Chair.

8. ADJOURNMENT

There being no further business, the meeting is adjourned at 9:46 o'clock a.m.

CHAIR

(A) COMMITTEE COORDINATOR



AGENDA
and Schedule --A" to the minutes of the
Audit Committee
meeting held June 26, 2012
8:15 o'clock a.m.
Room -W7, -WO City Hall Square: East

1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICTS**

J. **ADOPTION OF THE MINUTES**

Adoption of the minutes of the Audit Committee meeting held January 26, 2012 - *attached.*

4. **STAFF PRESENTATION**

5. **BUSINESS ITEMS**

5.1 **Status Report - Compliance with Applicable Laws and Regulations - 3rd Quarter 2011**

The report of the Executive Initiatives Coordinator dated November 15, 2011 - *attached.*

5.2 **Status Report - Compliance with Applicable Laws and Regulations - 4th Quarter 2011**

The report of the Executive Initiatives Coordinator dated April 4, 2012 - *attached.*

5.3 **Status Report- Compliance with Applicable Laws and Regulations - 1st Quarter 2012**

The report of the Executive Initiatives Coordinator dated May 23, 2012 - *attached.*

5.4 **2011 Operating Budget Variance Report as of April 30, 2011**

The report of the Financial Planning Administrator dated May 19, 2011 - *attached.*

5.5 **2011 Second Quarter Operating Budget Variance Report**

The report of the Manager, Operating Budget Control & Financial Administration dated July 27, 2011 - *attached.*

5.6 **2011 Third Quarter Operating Budget Variance Report**

The report of the Financial Planning Administrator dated September 28, 2011 - *attached.*

5.7 **2011 Year-End Operating Budget Variance Report**

The report of the Manager, Operating Budget Control & Financial Administration dated March 23, 2012 - *attached.*

5.8 **KPMG Audit Planning Report for the Year Ended December 31, 2011**

The "Corporation of the City of Windsor Audit Planning Report for the Year Ended December 31, 2011" - *attached.*

5.9 **2011 Year-end Timelines**

The report of the Manager of Financial Accounting dated December 15, 2011 entitled "2011 Year-end Timelines" - *attached.*

5.10 **Audit Committee Agenda Planner-2011 and 1st Quarter 2012**

The report of the Executive Initiatives Coordinator- *to be e-mailed.*

6. **IN-CAMERA**

(I) Motion to move in-camera for the purpose of consideration of the item of business:

Item No.	Subject	Section-Pursuant to Municipal Act, 2001, as amended
5.1	Personal matters about an identifiable individual, including municipal or local board employees - <i>Hotline Uptilite</i>	s. 239(2)(b)

(II) Motion to move back *into* public session for the purpose of adopting recommendations and providing instructions.

7. **DATE OF NEXT MEETING**

At the call of the Chair.

8. **ADJOURNMENT**